

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail avilacsd@aol.com

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday February 10, 2015
BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET,
AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President
Steve Waldron, Vice President
Lynn Helenius, Director
John Janowicz, Director
Shanna Richards, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda

4. **INFORMATION AND DISCUSSION ITEMS**

Items of District interest which may be placed on later agendas, or where staff needs to inform Board

A. County Reports

1. SLO County Sheriff Department
2. CalFire/County Fire Department

B. Reports on Attended Conferences, Meetings, and General Communications of District Interest

5. **CONSENT ITEMS:**

These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

- A. Minutes of January 13, 2015 Regular Meeting, and January 30, 2015 Personnel Meeting
- B. Monthly Financial Review
- C. General Manager Report
- D. District Engineer Report
- E. Water and Wastewater Superintendent Report
- F. Sub- Committee Reports
- G. Capital Projects Status Report

February 10, 2015, Regular Meeting Agenda, Page 2

7. DISCUSSION OF PULLED CONSENT ITEMS

At this time, items pulled for discussion from the Consent Agenda, if any, will be heard.

8. BUSINESS ITEMS: Items where Board action is called for.

- A. Status of Draft Agreement with Port San Luis Harbor District Wastewater Treatment Disposal
(Action Required: Receive Status from District Engineer)
- B. Avila Beach Drive / San Luis Street Sewer Line Replacement Project Update
(Action Required: Receive Report; Direct Staff to Proceed with Final Design and Survey Services)
- C. Water Valve Vault Maintenance; Emergency Intertie; San Miguelito Mutual Water Company; Port San Luis Harbor District and Avila Beach CSD
(Action Required: Receive Report, Direct Staff to Complete Necessary Maintenance)
- D. Consideration of Alternate Meeting Location or Date Change for May Meeting
(Action Required: Receive Report; Provide Direction to Staff)
- E. Review of District By-Laws
(Action Required: Receive Report; Review Bylaws; Direct Staff to return with any proposed changes for approval at a later meeting)
- F. Mid-Year Budget Review
(Action Required: Receive Report; Provide Direction to Staff on any Necessary Budget Adjustments)

9. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- 10. A. Anticipated Litigation,
Significant exposure to litigation pursuant to Government Code §54956.9(b)
1 case, Facts and circumstances unknown to opposing party
- B. Public Employee Appointment; pursuant to Government Code §54957;
District General Manager

ADJOURN TO CLOSED SESSION

11. REPORT ON CLOSED SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

12. COMMUNICATIONS/ COORESPONDENCE

At this time, any Director or Staff, may ask questions for clarification, make any announcements, or report briefly on any activities or suggest items for future agendas.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
January 13th, 2015**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

2. ROLL CALL

Board Members Present: Pete Kelley
 John Janowicz
 Lynn Helenius
 Steve Waldron

Board Members Absent: Shanna Richards

Staff Present: Kathy Richardson, General Manager
 John Wallace, District Engineer
 Mike Seitz, District Legal Counsel
 Kristi Dibbern, Accounting Clerk

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Deputy Odom reported 75 calls for service this month. Eight were to assist other agencies, 3 were crimes against persons. Three calls were crimes against property, 2 disturbances, 8 welfare checks, 7 incomplete 911 calls and 23 were self-initiated field checks.

2. CAL Fire Report:

Captain Jason Cohn from CAL Fire advised there were 565 calls for service during 2014. Work has begun on Blue Heron Road clearing brush and grasses, as well as tree branches. Also AMGEN is hosting a meeting January 14th in which CALFire will be participating,

B. Reports on Attended Conferences, Meetings and General Communications of District Interest.

District Engineer John Wallace attended a Zone 3 TAC Meeting regarding Low Reservoir Response Plan. It was noted that if rain continues to fall no action will be taken. Further, Mr. Wallace advised he had attended the Board of Supervisors meeting regarding the ground water basin management plan.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public, wished to address any items.

- A. Approval of the December 9th, 2014 Regular Meeting Minutes, December 19th Personnel Meeting, and January 2nd Facilities Committee Meeting.
- B. Monthly Financial Review
- C. General Manager Report
- D. District Engineer Report
- E. Water & Wastewater Superintendent Report
- F. Subcommittee Reports
- G. Capital Projects Status Report

It was moved by Director Janowicz, seconded by Director Helenius and passed unanimously with Director Richards absent to accept the consent items as submitted.

6. DISCUSSION OF PULLED CONSENT ITEMS.

None.

7. BUSINESS ITEMS

A. Preliminary Will Serve Request; 137 First Street

General Manager Richardson advised the Board that a request has been received for a Preliminary Will Serve Letter for a remodel project to be constructed at 137 First Street. **Director Helenius recused herself from this item and left the meeting room.** A full set of plans were submitted to the District by owner of the property, Mr. Travalini.

Following general discussion for this project, **It was moved by Director Waldron, seconded by Director Janowicz and passed by on a 3-0 vote with Director Helenius recused and Director Richards absent to approve the Will Serve Request and direct staff to review the plans and provide a Preliminary Will Serve Letter to the applicant.**

Director Helenius returned to the meeting.

- B. Avila Beach Drive/ San Luis Street Sewer Line Replacement Project Update.**
General Manager Richardson advised the Board that a presentation on the Avila Beach Drive and San Luis Street sewer project would be provided by the District Engineer. Mr. Wallace gave an overview of the sewer line replacement project and recommended that the District proceed with final design, plan specifications and estimate (PS&E) bid package for the project in the not-to exceed amount of \$15,000. **It was moved by Director Waldron, and seconded by Director Janowicz passed unanimously with Director Richards absent to direct staff to prepare the final design, plan specifications and estimate for the Avila Beach Drive/ San Luis Street sewerline replacement project.**

- 8. COMMUNICATATIONS:**
None.

- 9. PUBLIC COMMENT ON CLOSED SESSION ITEMS.**
None.

Legal Counsel Seitz advised that the Board will adjourn to Closed Session in accordance with Government Code §54956.9(b), 1 case Facts and circumstances unknown to opposing party, as well as Government Code §54957, Title: Recruitment of District General Manager.

- 10. REPORT ON CLOSED SESSION / ANNOUCEMENT OF ACITONS IF ANY TAKEN IN CLOSED SESSION**

Legal Counsel Seitz advised that no reportable actions were taken in the Closed Session

ADJOURNMENT: The meeting was adjourned at 9:00 pm.

The next regular meeting of the Avila Beach Community Services District is scheduled for February 10th, 2015 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

These minutes are not official nor a permanent part of the records until approved by the Board of Directors at their next meeting.

Respectfully submitted,
Kathryn Richardson, General Manager

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MINUTES PERSONNEL COMMITTEE SPECIAL MEETING 9:00 A.M. Friday January 30, 2015

MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 9:00 A.M.**
2. **ROLL CALL: Committee Members:**
 - Pete Kelley
 - John Janowicz
3. **PUBLIC COMMENT;**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today's agenda** may address the Committee now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda
4. **PUBLIC COMMENT ON CLOSED SESSION**
5. **ADJOURN TO CLOSED SESSION**

PUBLIC EMPLOYEE APPOINTMENT (Government Code §54957)
Title: Recruitment of District General Manager
6. **REPORT ON CLOSED SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION**

Director Kelley advised that no reportable actions were taken by the Personnel Committee.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

AVILA BEACH
COMMUNITY SERVICES DISTRICT
Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager



DATE: February 10, 2015

SUBJECT: Monthly Financial Review

Overall Monthly Summary

During January the District made deposits in the amount of \$ 119,813.21 and experienced \$173,869.85 in expenses (cash basis). Income in January was within the anticipated range for this time of year. Expenses are also within the anticipated range. It should be noted that the total expenses shown on the report titled "Summary Monthly Checks" and on the report titled "Monthly Checks" are different amounts. This is due to showing all expenses, including those which have been withheld from the payroll process and prepaid expenses, which will be allocated throughout the coming fiscal year.

Utility Service Billing

For the month of January the District billed \$ 44,627.89 in water and sewer service charges and received \$49,299.86 in payments during the month of January. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$278.30. The difference in services billed and payments received is a result of customers who were catching up on late payments for services or paying in advance.

Profit and Loss Statement

Monthly "Profit and Loss Statements" are available for review in the District office following receipt of the monthly bank statement (generally ready mid-month).

Local Agency Investment Fund (LAIF)

LAIF interest was posted to the account in the amount of \$1,415.33 on January 15th. Interest will next be posted to the District's account in April.

February Payables

Staff will process payables on February 17th and March 2nd. All warrants will be available for signature by 10:00 am on those dates. Additionally, as requested by the Board, invoices for Professional Services will be provided as part of the Monthly Financial review.

Transfer of Funds

Due to the retirement of the current General Manager, it will be necessary to initiate a transfer of funds to the Payroll account to accommodate end of employment obligations. The General Manager will coordinate with the Finance Committee to facilitate this transfer.

Avila Beach CSD
Cash Flow Analysis
Month Ending January 31, 2015

General Fund Operating Account

Bank of America

1/1/2015	Beginning Balance		\$	344,694.24
	Jan Checks Written	\$	(173,869.85)	
	LAIF Transfer Out	\$	-	
	Jan Deposits	\$	119,813.21	
	Jan Net Cash	\$	(54,056.64)	\$ (54,056.64)
1/31/2015	Ending Balance			<u>\$ 290,637.60</u>

Bank of America Payroll

1/1/2015	Beginning Balance		\$	34,613.47
	Jan Checks Written	\$	8,262.60	
	Jan Deposits	\$	-	
1/31/2015	Ending Balance			<u>\$ 26,350.87</u>

General Fund LAIF

1/1/2015	LAIF Beginning Balance		\$	2,208,845.53
	Deposit / Interest transfer out	\$	1,415.33	
1/31/2015	Ending Balance			<u>\$ 2,210,260.86</u>
1/31/2015	Cash Available			<u>\$ 2,527,249.33</u>

02/03/15

Avila Beach Community Services District
Summary Monthly Checks
January 2015

	Administrative	General	lights	Sanitary	Water	TOTAL
Ordinary Income/Expense						
Expense						
500 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00
504 · PERS	1,563.06	0.00	0.00	0.00	0.00	1,563.06
507 · Health Insurance	960.00	0.00	0.00	0.00	0.00	960.00
509 · Training	200.00	0.00	0.00	0.00	0.00	200.00
529 · Telephone	164.94	0.00	0.00	325.39	0.00	490.33
531 · Office Supplies & Postage	278.43	0.00	0.00	440.64	348.86	1,067.93
532 · Chemicals	0.00	0.00	0.00	4,712.25	223.94	4,936.19
533 · Operating Supplies	0.00	0.00	0.00	1,126.45	45.78	1,172.23
536 · Critical Spare Parts	0.00	0.00	0.00	2,047.44	0.00	2,047.44
537 · Equipment Repairs & Maintenance	191.90	0.00	0.00	2,642.93	0.00	2,834.83
543 · Utilities	0.00	0.00	960.38	1,224.18	44.75	2,229.31
545 · Rent	741.03	0.00	0.00	0.00	0.00	741.03
549 · Plan Checks	0.00	0.00	0.00	0.00	96.00	96.00
550 · Contract Labor	0.00	76,453.00	0.00	10,962.00	5,288.00	92,703.00
551 · Legal	749.60	0.00	0.00	0.00	0.00	749.60
552 · Fat Oil & Grease (FOG)	0.00	0.00	0.00	0.00	0.00	0.00
553 · Engineering	0.00	0.00	0.00	4,379.05	0.00	4,379.05
554 · Management	867.00	0.00	0.00	0.00	0.00	867.00
556 · Regulatory Compliance	0.00	0.00	0.00	477.00	0.00	477.00
557 · Lab Tests	0.00	0.00	0.00	2,463.60	0.00	2,463.60
561 · Permits & Fees	0.00	0.00	0.00	1,440.00	0.00	1,440.00
565 · State Water	0.00	0.00	0.00	0.00	47,401.00	47,401.00
Total Expense	5,715.96	76,453.00	960.38	32,240.93	53,448.33	168,818.60
Net Ordinary Income	-5,715.96	-76,453.00	-960.38	-32,240.93	-53,448.33	-168,818.60
Other Income/Expense						
Other Expense						
560 · Point Avila Expenses	0.00	0.00	0.00	0.00	435.00	435.00
577 · Capital Purchase	0.00	0.00	0.00	4,616.25	0.00	4,616.25
Total Other Expense	0.00	0.00	0.00	4,616.25	435.00	5,051.25
Net Other Income	0.00	0.00	0.00	-4,616.25	-435.00	-5,051.25
Net Income	-5,715.96	-76,453.00	-960.38	-36,857.18	-53,883.33	-173,869.85

Avila Beach Community Services District
Deposits by Fund
January 2015

02/03/15

Type	Date	Memo	Class	Clr	Split	Amount	Balance
General							
Deposit	01/07/2015	SLO Co Tax	General		101 · B of A - ...	-40,558.00	-40,558.00
Deposit	01/07/2015	refund of ove...	General		101 · B of A - ...	-80.88	-40,638.88
Deposit	01/09/2015	Jan Rent	General		101 · B of A - ...	-2,956.00	-43,594.88
Deposit	01/09/2015	SLO County ...	General		101 · B of A - ...	-3,007.67	-46,602.55
Deposit	01/22/2015	SLO County ...	General		101 · B of A - ...	-1,965.39	-48,567.94
Total General						-48,567.94	-48,567.94
Sanitary							
Deposit	01/06/2015	1st QTR flow ...	Sanitary		101 · B of A - ...	-14,466.91	-14,466.91
Deposit	01/06/2015	Sani Rec Jan	Sanitary		101 · B of A - ...	-3,400.91	-17,867.82
Deposit	01/07/2015	SLO Co Tax	Sanitary		101 · B of A - ...	-1,623.94	-19,491.76
Deposit	01/09/2015	Sani Rec Jan	Sanitary		101 · B of A - ...	-4,550.50	-24,042.26
Deposit	01/09/2015	Slo County Tax	Sanitary		101 · B of A - ...	-2,940.39	-26,982.65
Deposit	01/16/2015	Sani Rec Jan	Sanitary		101 · B of A - ...	-8,768.82	-35,751.47
Deposit	01/22/2015	SLO County ...	Sanitary		101 · B of A - ...	-1,920.88	-37,672.35
Deposit	01/22/2015	Sani Rec Jan	Sanitary		101 · B of A - ...	-35.25	-37,707.60
Deposit	01/22/2015	Jan Sani Rec	Sanitary		101 · B of A - ...	-35.25	-37,742.85
Deposit	01/22/2015	Jan Sani Rec	Sanitary		101 · B of A - ...	-2,327.65	-40,070.50
Deposit	01/28/2015	Jan Sani Rec	Sanitary		101 · B of A - ...	-2,540.41	-42,610.91
Total Sanitary						-42,610.91	-42,610.91
Solid Waste							
Deposit	01/28/2015	Solid Waste ...	Solid Wa...		101 · B of A - ...	-918.29	-918.29
Total Solid Waste						-918.29	-918.29
Water							
Deposit	01/06/2015	Water Rec Jan	Water		101 · B of A - ...	-3,954.14	-3,954.14
Deposit	01/09/2015	Water Rec Jan	Water		101 · B of A - ...	-5,326.80	-9,280.94
Deposit	01/16/2015	Water Rec J...	Water		101 · B of A - ...	-750.00	-10,030.94
Deposit	01/16/2015	Water Rec J...	Water		101 · B of A - ...	-250.00	-10,280.94
Deposit	01/16/2015	Admin Fee - ...	Water		101 · B of A - ...	-75.00	-10,355.94
Deposit	01/16/2015	Water Rec Jan	Water		101 · B of A - ...	-9,534.06	-19,890.00
Deposit	01/22/2015	Water Rec J...	Water		101 · B of A - ...	-44.75	-19,934.75
Deposit	01/22/2015	Jan water Rec	Water		101 · B of A - ...	-44.75	-19,979.50
Deposit	01/22/2015	Jan Water Rec	Water		101 · B of A - ...	-4,411.65	-24,391.15
Deposit	01/28/2015	Jan Water Rec	Water		101 · B of A - ...	-3,324.92	-27,716.07
Total Water						-27,716.07	-27,716.07
Unclassified							
Deposit	01/06/2015	Deposit			407 · Harbor ...	14,466.91	14,466.91
Deposit	01/06/2015	Deposit			-SPLIT-	7,355.05	21,821.96
Deposit	01/07/2015	Deposit			-SPLIT-	42,181.94	64,003.90
Deposit	01/07/2015	Deposit			489 · Misc Inc...	80.88	64,084.78
Deposit	01/09/2015	Deposit			459 · Station ...	2,956.00	67,040.78
Deposit	01/09/2015	Deposit			-SPLIT-	9,877.30	76,918.08
Deposit	01/09/2015	Deposit			-SPLIT-	5,948.06	82,866.14
Deposit	01/16/2015	Deposit			-SPLIT-	1,000.00	83,866.14
Deposit	01/16/2015	Deposit			489 · Misc Inc...	75.00	83,941.14
Deposit	01/16/2015	Deposit			-SPLIT-	18,302.88	102,244.02
Deposit	01/22/2015	Deposit			-SPLIT-	3,886.27	106,130.29
Deposit	01/22/2015	Deposit			-SPLIT-	80.00	106,210.29
Deposit	01/22/2015	Deposit			-SPLIT-	80.00	106,290.29
Deposit	01/22/2015	Deposit			-SPLIT-	6,739.30	113,029.59
Deposit	01/28/2015	Deposit			403 · Operatin...	918.29	113,947.88
Deposit	01/28/2015	Deposit			-SPLIT-	5,865.33	119,813.21
Total unclassified						119,813.21	119,813.21
TOTAL						0.00	0.00

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathryn Richardson, General Manager

FROM: John L. Wallace, District Engineer

DATE: February 10, 2015 Board Meeting

SUBJECT: Monthly Financial Review, Summary of Contract Expenditures for January 2015

Recommendation:

Review attached billing, summary of expenditures to date and summary of expenses for January 2015:

Discussion:

Attached is the WG invoice dated February 2, 2015, broken down into phases (phase codes for Administration, Engineering and separate phase codes for major projects and capital items).

With the transition from General Manager to District Engineer, charges to Administration have decreased significantly but with the emphasis on completing as many CIP's as possible, the engineering costs have risen.

Also attached is a summary of expenses as compiled from the District's accounting system that indicates what expenses were charged and total to date percent of budget. In addition to the engineering and administration categories, there are categories for FOG (separate line item in the FY 2014-15 Final Budget); Regulatory requirements (WDR, SSMP, etc.) Port Agreement Development, Wastewater Treatment Plant Upgrade, Plan Checks (reimbursable from developer projects) and separate phases for Capital Improvement Projects. The capital items are those projects that have been worked on as previously approved through separate board action and are listed in detail in the billing package.

Month of January 2015

Staff worked on the WWTP upgrade to facilitate a site plan analysis for the access limitations to the plant. In the meantime, options were discussed with the Facilities Committee on January 2, 2015.

We continued to coordinate with the Port for the ABCSD/PSLHD Wastewater Treatment Agreement. We have spent considerable time reviewing the last set of comments from the Port staff and their attorney.

Engineering staff completed the normal engineering and administrative activities such as preparing for and attending board and committee meetings including the Zone 3 TAC and Advisory Committee meetings re: state water and the drought, preparing for and conducting the coordination meeting with FRM, and various district engineering services.

Capital Improvement Project work included design work on the San Luis and San Miguel Streets sewer replacement projects.

We have learned that the new pumps for the First Street Lift Station; have been delivered and are being scheduled for installation.

We have also met with the Port staff and County Public Works to see if there is a solution for the extensive flooding that inundates a large part of the Port parking lot and backs up in the intersection on First Street and contributes a significant amount of inflow to the First Street Lift Station. There is no help at this time and the County recommends an assessment district to install pumps to relieve the situation. In the meantime, we will include a CIP in next year's budget for raising the walls at the lift station and better drainage protection from water entering the valve box in the street.

Anticipated activities for the Month of February 2015

In addition to continuing administrative and engineering functions, significant activities in December will include: continued coordination with the Port relating to the establishment of a new contract for wastewater treatment, coordinating the next step for the WWTP design with Kennedy Jenks and; continued work with the Zone 3 TAC to administer/implement the "Low Reservoir Release Plan". A major effort will be the continued design of the San Luis St/Avila Dr. sewer line projects.

As indicated in the Engineer's report, we will continue CIP project development in accordance with the schedule attached to that report. Engineering expenses associated with capital improvement project design, bid support services and construction management will be tracked and funded separately with each individual CIP project.

Avila Beach Community Services District
Professional Services
Month Ending January 31, 2014
(58% of the year)

Wallace Group

Management

FY 2014/15	Budget Amount		\$	8,000.00	
	Monthly Expense	\$ 587.00			
	Expenses to Date		\$	4,006.02	50% **
	Budget Remaining		\$	3,993.98	

Engineering

FY 2014/15	Budget Amount		\$	65,000.00	
	Monthly Expense	\$ 2,747.50			
	Expenses to Date		\$	28,070.72	43% **
	Budget Remaining		\$	36,929.28	

Regulatory Permit Compliance

FY 2014/15	Budget Amount		\$	70,000.00	
	Monthly Expense	\$ 1,680.00			
	Expenses to Date		\$	17,149.50	24% **
	Budget Remaining		\$	52,850.50	

Fats Oil & Grease

FY 2014/15	Budget Amount		\$	3,000.00	
	Monthly Expense	\$ -			
	Expenses to Date		\$	440.33	15% **
	Budget Remaining		\$	3,000.00	

Plan Checks

FY 2014/15	Budget Amount		\$	8,500.00	
	Monthly Expense	\$ 144.00			
	Expenses to Date		\$	240.00	3% **
	Budget Remaining		\$	8,260.00	

Capital / Major Project Administration


FY 2014/15	Monthly Expense	\$	6,788.00		
	Expenses to Date		\$	19,072.75	
	Invoice Total	\$	11,946.50		

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager 

DATE: February 10, 2015

SUBJECT: General Manager's Report

Contract Update with Port San Luis Harbor District

Staff continues contact with Port San Luis Harbor District Staff to complete the draft contract agreement for treatment of Wastewater. An update on this agreement is included in the agenda for tonight's meeting.

Ethics Training for District Directors and Designated Staff

Directors Kelley, Waldron and Helenius, as well as General Manager Richardson, attended the mandatory Ethics Training class held in Templeton on January 22, 2015. Staff will continue to research other courses that will meet this requirement for Board members who were unable to attend the scheduled course.

AB 1825 Harassment Prevention Training for District Directors and Designated Staff

A "harassment prevention training" class has been scheduled in Templeton for February 10, 2015 from 2:30 p.m. until 4:30 p.m. Directors Kelley and Helenius are scheduled to attend this class. This training is required every two years for all elected and appointed officials. Staff will research other courses that will meet the requirement for Board members who are unable to attend this class. These type of classes help to reduce insurance costs for the District.

Capital Improvement Projects

Coordination between Operations, Engineering and District staff continues in the effort to proceed with approved Capital Improvement projects within the District. A separate report is included in the consent items detailing the status of each project.

Personnel Committee Meeting

A meeting of the Personnel Committee was held on January 30, 2015. No reportable actions were taken.

LAFCo Special District Member Election

Marshall Ochylski was elected as the Special District Member to LAFCo. Mr. Ochylski will serve in this capacity for the next four years.

Nominations for Special District Risk Management Authority (SDRMA) Board of Directors

The District has received a notice from SDRMA that three Director seats are up for election and nominations are being accepted. A "Fact Sheet" identifying the roles and responsibilities for SDRMA Directors is attached to this report. If any Director wishes to serve on this Board, it would be appropriate to notify staff so the item can be included in the next Board packet.

California Special District Association (CSDA) Local Chapter Annual Meeting

The CSDA annual meeting will be held on February 27, 2015 here in Avila! This is an excellent opportunity for Directors and staff to meet representatives of CSD in our area. The cost for this dinner is \$20.00 per person, the District will cover the cost of dinner for Directors who wish to attend. Drinks and meals for guests, as well as any purchases made in the silent auction, will be the responsibility of the individuals. If you are interested in attending, please let staff know so reservations can be made. (announcement attached)

Critical Spare Part Purchases

As previously approved by the Board, critical spare parts have been ordered and are now being delivered! With the deliveries come the invoices, as a result of these purchases the Board may notice increases in expenses over the next few payable processing cycles. Having critical spare parts on the shelf will help to minimize down time on equipment as well as maximize staff time in repairs.

First Street Lift Station Pumps

The replacement pumps for the First Street Lift Station have been received, and will be installed as the existing pumps fail. This will take place ahead of the summer busy season and should help to minimize emergency callouts to this vital part of the District's operations.

General Manager Retirement

As this is my last Board meeting, I want to thank all of the members of the community that I have had the privilege of working with both as residents and members of the elected Board. The Board of Directors of the Avila Beach CSD serve as volunteers, and provide a tremendous service to the residents of this small community. Having worked with 31 different directors over the last 29 + years, I have great respect and admiration for those who have taken their personal time to make this community a wonderful place to be. Thank you to all of you.



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

COMMISSIONERS

Chairman
TOM MURRAY
Public Member

Vice-Chairman
FRANK MECHAM
County Member

MURIL CLIFT
Special District Member

ROBERTA FONZI
City Member

BRUCE GIBSON
County Member

FRANK MECHAM
County Member

MARSHALL OCHYLSKI
Special District Member

EDWARD WAAGE
City Member

ALTERNATES

DAVID BROOKS
Public Member

ROBERT ENNS
Special District Member

ADAM HILL
County Member

JAMIE L. IRONS
City Member

STAFF

DAVID CHURCH
Executive Officer

RAYMOND A. BIERING
Legal Counsel

MIKE PRATER
Analyst

DONNA J. BLOYD
Commission Clerk

February 2, 2015

Mr. Marshall Ochylski, Esq.
867 Pacific Street, Suite 210
San Luis Obispo, CA 93401

RE: LAFCO SPECIAL DISTRICT MEMBER ELECTION

Dear Mr. Ochylski:

This is to let you know that you have been elected to the LAFCO Commission as the Special District Member. The term for this position is four years and will end in December 2018.

The votes were tallied as follows:

Marshall Ochylski	14
Barbara Bronson Gray	3

We look forward to continuing to work with you and will see you at the next LAFCO meeting on Thursday, February 19, 2015 at 9:00 a.m. in the Board of Supervisors Chambers, 1055 Monterey Street, San Luis Obispo.

Very truly yours,


Donna J. Boyd
LAFCO Commission Clerk

cc: LAFCO Commissioners
David Church, LAFCO Executive Officer
Raymond A. Biering, LAFCO Legal Counsel
Independent Special Districts Selection Committee

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board of Directors’ Responsibilities	<i>Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Three (3) Seats For this Election	3-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2016 and end on December 31, 2019.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2014-06 and applicable laws and are allowed to claim a stipend of \$100 per meeting day.
Number of Meetings per Year	8-Board Meetings Annually: Generally not more than one meeting per month, with an average of eight board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	4:00 p.m. and 8:00 a.m.: Meetings are from 4:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to noon.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

“The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts.”



**California Special
Districts Association**

Districts Stronger Together

San Luis Obispo County Chapter

ANNUAL MEETING

(SOCIAL HOUR, DINNER, & SILENT AUCTION)

Who: All San Luis Obispo County Special District Elected Officials, Staff, and Guests

When: Friday, February 27, 2015 at 5:30 p.m.

Where: Avila Beach Community Building, 191 San Miguel Street, Avila Beach

Cost: \$20.00/person in advance (\$25.00 at the door)

Agenda:

- 5:30 Social Hour/Cash Bar
- 6:30 Dinner
- 7:00 Special Presentation to Katcho Achadjian
Guest Speaker: Supervisor Bruce Gibson
Updates from County Planning and Public Works, and
LAFCO
- 8:00 Election of Chapter President, Vice-President & Secretary
CDSA Chapter Update
Other Chapter Business
Silent Auction Results

RSVP: Marshall Ochylski, Chapter President at marshall@slollegal.com.

Checks made out to CSDA, San Luis Obispo Chapter may be mailed to:

*CSDA, San Luis Obispo County Chapter
c/o Marshall Ochylski
Post Office Box 14327
San Luis Obispo, CA 93406-4327*

We will accept payment at the door!!



Energy Watch is a proud sponsor of this year's dinner. They will be in attendance at the dinner to discuss opportunities available for reducing your District's energy consumption. We thank them for their sponsorship and look forward to a successful working relationship.


AVILA BEACH

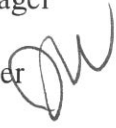
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, District Engineer 

DATE: February 10, 2015

SUBJECT: District Engineer's Report

Zone 3/CSA 12

As the Board will recall, the Low Level Release Plan (LLRP) is triggered when the lake falls below 20,000 AF of storage, (approximately 40% full). This begins a series of steps leading to more conservation efforts and reduction in entitlement water for all of the Zone 3 contractors. At this time the reservoir is below the benchmark 20,000 AF of Lopez water considering that some of the water above 20,000 AF is "stored State Water. On February 5th, the TAC will be discussing the steps to take at the next benchmark of 15,000 AF approaching in several months if there is not sufficient rainfall to bolster the water levels in the lake. We are scheduling a District Drought Ad-Hoc Committee meeting for Friday to better acquaint the committee with the current circumstances, what the County is considering and the future impact on our water supplies.

In one piece of good news the State has increased the allocation of state water to 15% of our entitlement for 2015. This means we will have 15 AF available in addition to our Lopez supply. The problem is that our Lopez supply may be cut by 10% (about 7AF) when the Lake reaches 15,000 AF. Therefore we will need to request/buy surplus Lopez water from the CSA 12 surplus pool. It is not known at this time as to how much that cost will be. Attachments to this report provide the latest drought information from the County.

I have also attached a table from the new Zone 3 2015-16 Budget that shows the cost of Lopez water to CSA 12. You will see from the table that Avila (as a subcontractor to CSA 12) pays the highest costs of any of the other agencies...at a proposed cost of \$1,713/AF. The entire proposed budget for Zone 3 is available in the office. I will be attending a finance committee meeting on February 10th to go over the budget with the other agencies.

Contract Update with Port San Luis Harbor District

The updated draft Agreement has been forwarded back to District staff and has been reviewed again. A summary report is part of the agenda for the February meeting bringing the Board up to date on the remaining significant items. Staff is also arranging for a meeting with the Port representatives resolve these items and to see if some of the language can be streamlined to avoid repetition in the document. The effective date of the agreement is July 1, 2015, so the Board and the Port will need to approve the agreement in your May (or earlier) meeting

Chevron Tank Farm Development

There has been no reportable information on this project during the month of January 2014.

Waste Water Treatment Plant Expansion, Peer Review, Facilities Committee Meeting

The Facilities Committee met on January 2nd to discuss alternatives for proceeding to final design. We have also been coordinating with KJC re alternative layout of the proposed facilities so that there is room for access inside the plant for trucks and maintenance activities. The Board will review those alternatives and give staff direction at a future meeting.

San Luis Street and Avila Beach Drive Sewers

Staff in the process of coordinating with utility agencies and County Encroachment for road repair requirements and traffic impacts. A separate staff report is provided for Board authorization for final design and construction administration so as to provide the necessary information for final design and to prepare for the construction phase of the project. Construction is anticipated to occur in spring to avoid the rain season and the busy tourist season.

Capital Improvement Projects

An updated report and spread sheet is provided for Board review for this Board meeting.

Coordination of critical spare parts

Staff has participated in the Operations Coordination monthly meeting to address the process to acquire critical spare parts for the water and wastewater facilities.

Flood Control Zone 3 Cost Per Acre Foot For Fiscal Year 2015/16

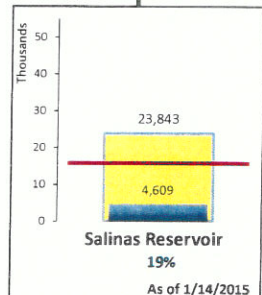
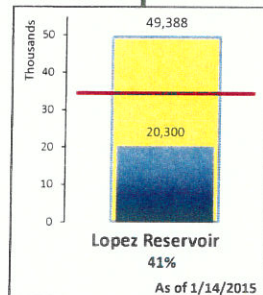
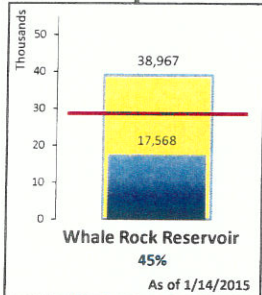
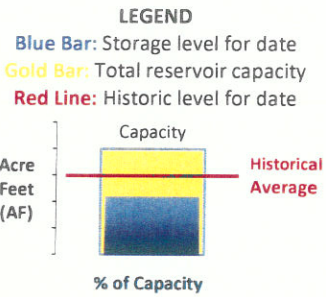
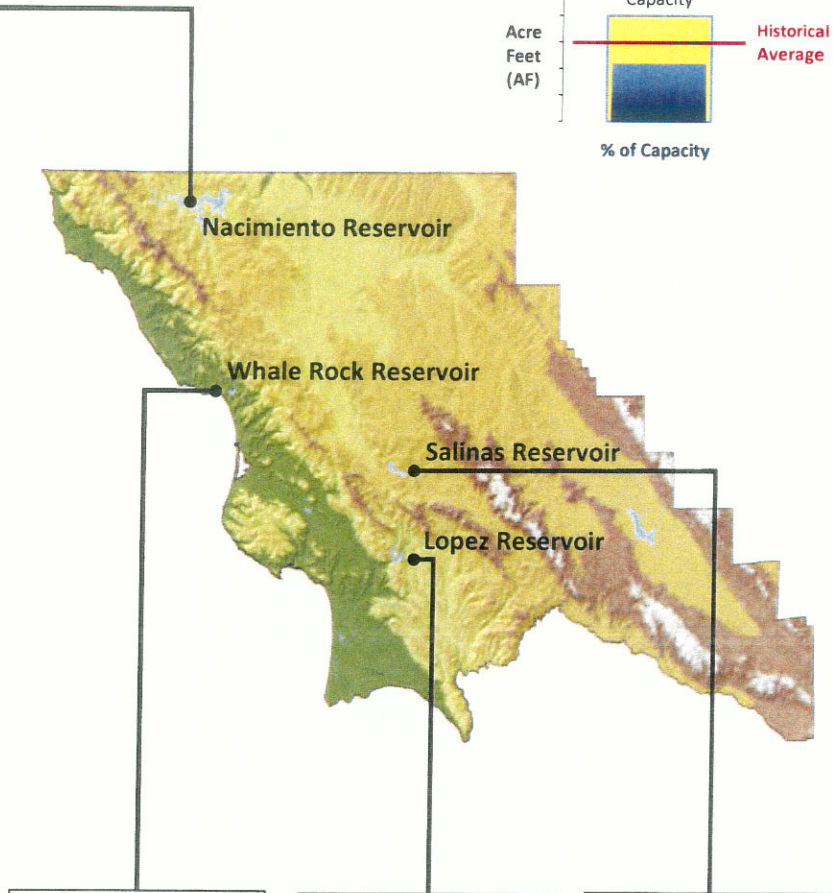
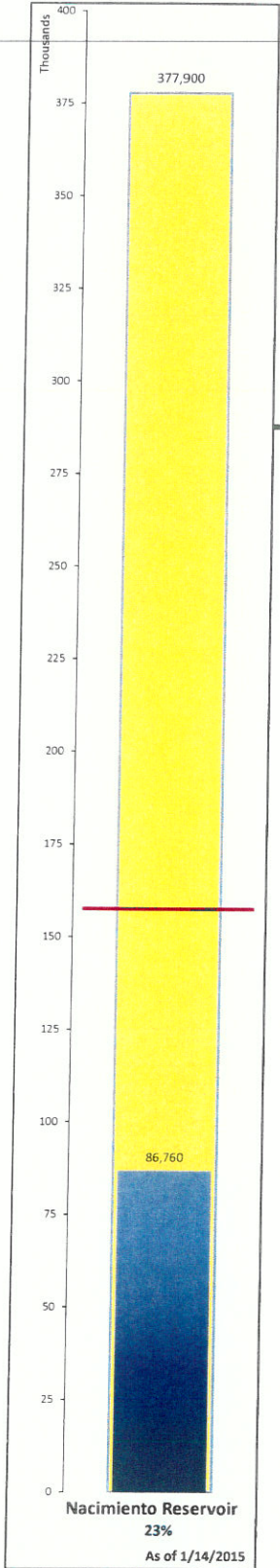
	Arroyo Grande	Grover Beach	Pismo Beach	CSA 12	Oceano CSD	Total Agency Budgets
1						
2						
3	\$ 482,931	\$ 112,038	\$ 317	\$ 82,259	\$ 301	\$ 677,846
4	\$ 929,829	\$ 324,842	\$ 324,842	\$ 136,853	\$ 123,057	\$ 1,839,423
5	\$ -	\$ -	\$ -	\$ -	\$ 43,191	\$ 43,191
6	\$ 1,582,839	\$ 556,524	\$ 622,270	\$ 307,658	\$ 230,583	\$ 3,331,420
7	\$ 86,603	\$ 30,254	\$ 31,700	\$ 12,745	\$ 12,453	\$ 174,058
8	\$ 256,551	\$ 89,625	\$ 89,625	\$ 37,754	\$ 33,945	\$ 507,500
9						
10	\$ 3,338,753	\$ 1,113,283	\$ 1,068,754	\$ 577,269	\$ 443,531	\$ 6,573,438
11	2,290	800	800	337	303	4,530
12	\$ 1,458	\$ 1,392	\$ 1,336	\$ 1,713	\$ 1,464	
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

13	CSA 12 Costs	\$ 161,939					13
14	CSA 12 -Number of Acre Feet	92					14
15	Cost per CSA 12 AF	\$ 1,760					15

16	Breakdown of Cost per Acre Foot (For FCZ3 Only):						
17	Lopez Dam Bonds and Admin Fees	\$ 211	\$ 140	\$ 0	\$ 244	\$ 1	17
18	SRF Loan - Water Treatment Upgrade	406	406	406	406	406	18
19	OCSD Loan	-	-	-	-	143	19
20	Operations and Maintenance	691	696	778	913	761	20
21	Non routine Operations and Maintenance	38	38	40	38	41	21
22	Capital Outlay	112	112	112	112	112	22
23	Total Cost per Acre Foot	\$ 1,458	\$ 1,392	\$ 1,336	\$ 1,713	\$ 1,464	23

San Luis Obispo County RESERVOIR CONDITIONS

January 2015



Rainfall Update

Sub-Region	Area / Rain Station	Average Annual Rainfall	2013-14 Water Year Total Rainfall	2014-15 Water Year												Cumulative Total	% of Total Average
				Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15 ^A	Feb 15	Mar 15	Apr 15	May 15	Jun 15		
North Coast	Cambria (ALERT #717)	22.0	7.0 (32%)	0	0	0	0.94	0.83	7.72	0	-	-	-	-	-	9.49	43%
	Whale Rock Reservoir (County Site #166.1)	16.0	5.7 (35%)	0	0	0	0	1.13	4.65	0	-	-	-	-	-	5.78	36%
Inland	Paso Robles (County Site #10.0)	14.1	6.1 (43%)	0.03	0	0	0	1.00	5.48	0.08	-	-	-	-	-	6.59	47%
	NE Atascadero (ALERT #711)	17.0	5.7 (33%)	0	0	0	0.71	0.32 ^B	3.03	0.08	-	-	-	-	-	4.13 ^B	24% ^B
	Atascadero MWC (County Site #34.0)	17.5	9.2 (53%)	0.02 ^D	0	0	0	1.12	4.93	0.23	-	-	-	-	-	6.30	36%
	Santa Margarita (ALERT #723)	24.0	8.6 ^B (36%)	0	0	0	1.06	0.79	4.84	0.12	-	-	-	-	-	6.81	28%
	Salinas Dam (County Site #94)	20.9	9.5 (46%)	0	0	0.02	0.01	1.40	5.02	0.08	-	-	-	-	-	6.53	31%
South Coast	SLO Reservoir (ALERT #749)	24.0	8.5 (35%)	0	0	0	1.02	0.28	5.24	0	-	-	-	-	-	6.54	27%
	Lopez Recreation Area (ALERT #707)	23.0	8.2 (36%)	0	0	0	0.98	0.68	4.20	0.06	-	-	-	-	-	5.92	26%
	West of Nipomo (CIMIS #202)	14.8	4.9 ^C (33%)	0	0	0	1.15	0.37	3.54	0.08	-	-	-	-	-	5.14	35%
	Nipomo East (ALERT #728)	18.0	5.7 (32%)	0	0	0	1.26	0.47	4.53	0	-	-	-	-	-	6.26	35%

A - Report generated at 3:00 p.m. on 1/14/2015

B - Due to an equipment malfunction, not all rain was recorded at this site

C - Value estimated using best available data; the equipment at this site appeared to malfunction during this month/year

D - Updated value

Notes:

This table contains provisional data from automated gauges and has not been verified. All units reported in inches.

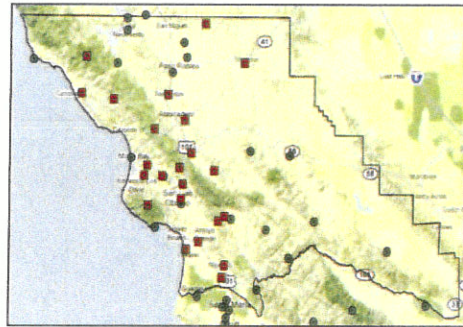
Reservoir Update

Reservoir	Date	Water Elevation (ft)	Spillway Elevation (ft)	Storage (acre-feet)	Capacity (%)
Nacimiento Reservoir	January 14, 2015	727.8	787.75 - 800.0	86,760	23%
	January 14, 2014	727.0	(w/gates fully inflated)	84,680	22%
Lopez Reservoir	January 14, 2015	481.3	522.7	20,295	41%
	January 14, 2014	495.1		28,023	57%
Salinas Reservoir (Santa Margarita Lake)	January 14, 2015	1,257.7	1300.7	4,609	19%
	January 14, 2014	1,274.2		9,408	39%
Whale Rock Reservoir	January 14, 2015	172.4	218.3	17,568	45%
	January 14, 2014	180.8		22,799	59%
Twitchell Reservoir	January 12, 2015	524.7	651.5	57	0.03%
	January 21, 2014	531.7		417	0.21%

Note 1: Historically, Twitchell Reservoir elevation gauge does not report values below 539 ft. Twitchell Reservoir was designed for protection from flood and drought. Excess rain runoff is stored in the reservoir protecting the valley from flood, then water is released as quickly as possible while still allowing it to recharge the groundwater basin.

Note 2: In May 2014, the Whale Rock Commission adopted a new Bathymetric Study and Volumetric Analysis with new lake capacity and spillway elevation values. Those new values are reflected in this report.

Select Real-Time Rain Gauges in SLO County



Notes:

Sites maintained by County staff are identified with red squares. Sites maintained by other agencies are identified with black circles. For more information, please contact Syllas Cranor, (805)781-5252.

U.S. Drought Monitor California

January 20, 2015
(Released Thursday, Jan. 22, 2015)
Valid 7 a.m. EST

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	98.13	94.34	77.52	39.15
Last Week <i>1/13/2015</i>	0.00	100.00	98.12	94.34	77.52	39.15
3 Months Ago <i>10/21/2014</i>	0.00	100.00	100.00	95.04	81.92	58.41
Start of Calendar Year <i>12/30/2014</i>	0.00	100.00	98.12	94.34	77.94	32.21
Start of Water Year <i>9/30/2014</i>	0.00	100.00	100.00	95.04	81.92	58.41
One Year Ago <i>1/21/2014</i>	1.43	98.57	94.18	89.91	62.71	0.00

Intensity:

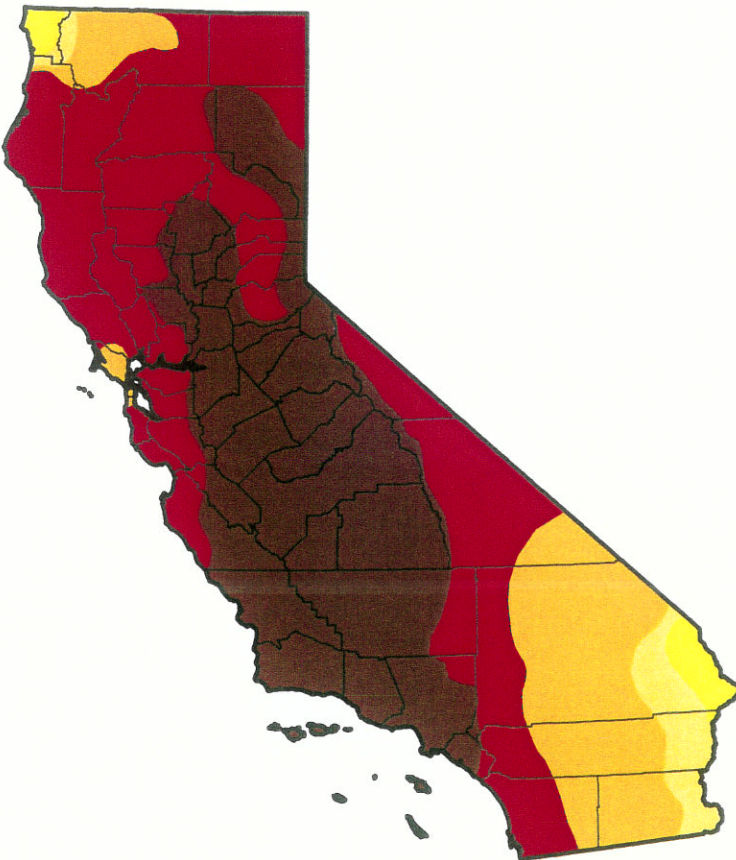
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.

Author:
Richard Tinker
CPC/NOAA/NWS/NCEP



<http://droughtmonitor.unl.edu/>



Flood Control Zone 3 Cost Per Acre Foot For Fiscal Year 2015/16

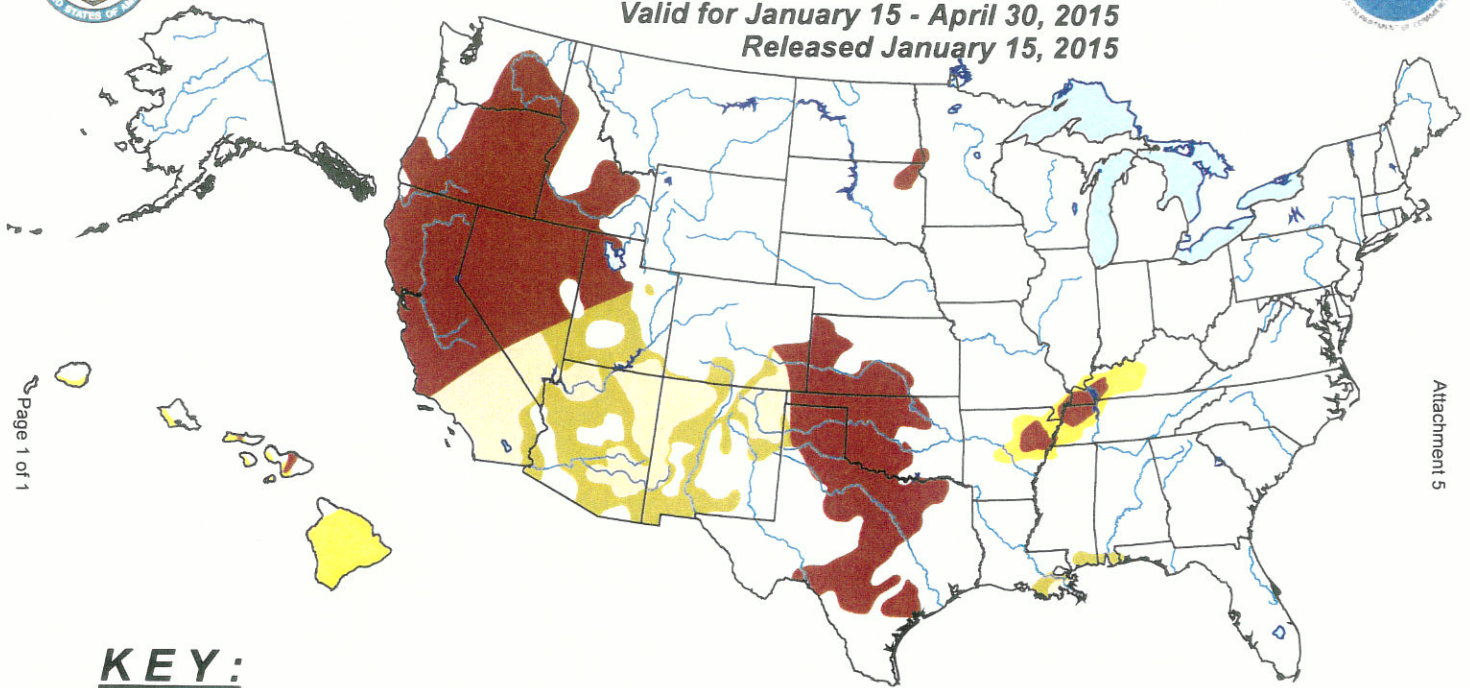
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14	CSA 12 -Number of Acre Feet		92			
15	Cost per CSA 12 AF		\$ 1,760			
16	Breakdown of Cost per Acre Foot (For FCZ3 Only):	50.55%	17.66%	17.66%	7.44%	6.69%
17	Lopez Dam Bonds and Admin Fees				244	\$ 1
18	SRF Loan - Water Treatment Upgrade	\$ 211	\$ 140	\$ 0	\$ 406	\$ 406
19	OCSD Loan	406	406	406	-	143
20	Operations and Maintenance	691	696	778	913	761
21	Non routine Operations and Maintenance	38	38	40	38	41
22	Capital Outlay	112	112	112	112	112
23	Total Cost per Acre Foot	\$ 1,458	\$ 1,392	\$ 1,336	\$ 1,713	\$ 1,464



U.S. Seasonal Drought Outlook

Drought Tendency During the Valid Period





Valid for January 15 - April 30, 2015
Released January 15, 2015



Page 1 of 1

Attachment 5

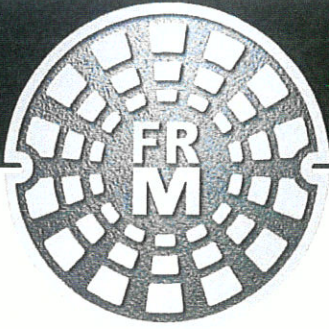
KEY:

-  Drought persists or intensifies
-  Drought remains but improves
-  Drought removal likely
-  Drought development likely

Author: David Miskus, Climate Prediction Center, NOAA
http://www.cpc.ncep.noaa.gov/products/expert_assessment/sdo_summary.html

Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Short-term events -- such as individual storms -- cannot be accurately forecast more than a few days in advance. Use caution for applications -- such as crops -- that can be affected by such events. "Ongoing" drought areas are approximated from the Drought Monitor (D1 to D4 intensity). For weekly drought updates, see the latest U.S. Drought Monitor.

NOTE: The tan areas imply at least a 1-category improvement in the Drought Monitor intensity levels by the end of the period although drought will remain. The green areas imply drought removal by the end of the period (D0 or none)



Date: February 2, 2015
To: Kathy Richardson, District Manager
From: Mike Wentzel, FRM Operations Manager

Monthly Facility Report for the February 2015 Board Meeting

Wastewater:

The facility continues to meet discharge BOD limitations despite high influent flows and heavy influent BOD and TSS loading. The average influent BOD for the 5 samples collect this month was 559 mg/L (Plant Design – 270 mg/L) with a high of 956 mg/L on January 27th. The effluent pH during the high loading week of the 27th also dropped to 6.2, the pH discharge limit is 6.0.

A Recirculation Pump failed at the wastewater treatment plant due to a seal fail. The pump was removed and sent out for diagnosis and repair. Due to the long lead time on the parts a new pump was ordered and a temporary pump will be installed until it arrives. The Recirculation Pumps are critical to the plants operation and BOD removal; the pumps recirculate the wastewater over the Fixed Film Reactor (FFR) to maximize treatment. The plant has seen an increase in the Effluent BOD but is still within the discharge limit.

Staff responded to a high water level alarm in the Wastewater Treatment Plants Influent Wet Well on January 29th at 3:00 a.m. The wet well was pumped down by manually running the influent pumps. The automation system was tested and found to be working as designed. This type of failure is common in alternating relays and as such FRM is securing pricing and availability on a replacement. The alarms system from SCADA and the new Great Western Alarm system worked as they should, staff received the alarm notification from both systems.

The annual wastewater summary report was completed and sent to RWQB. The report was finalized and uploaded to the California Integrated Water Quality System website (CIWQS).

Routine weekly, monthly and quarterly maintenance was performed at the wastewater treatment plant, lift station and water system. A total of 93 work orders were completed

during the month of January. All alarms generated by the SCADA system were tested to insure they are working properly.

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

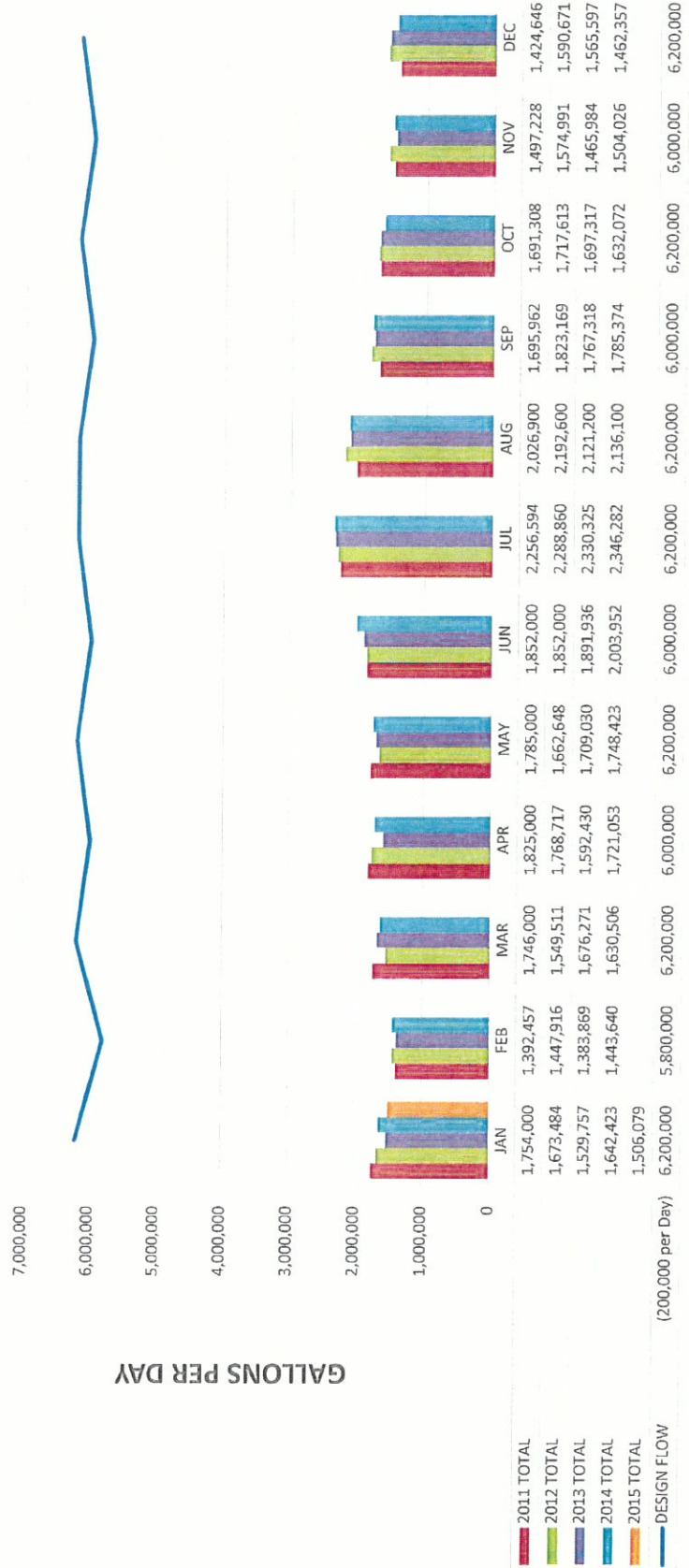
Water:

The small water storage tank continues to be used as standby, with staff monitoring the water quality in the tank and flushing as needed. Chlorine residuals in the water storage tank and distribution have started to stabilize due to the cooler weather. Operations staff continues to monitor the chlorine residuals and shock the system with additional chlorine as needed.

MONTHLY EFFLUENT FLOW TOTAL COMPARISON (2011-2015)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DESIGN FLOW (200,000 per Day)	6,200,000	5,800,000	6,200,000	6,000,000	6,200,000	6,000,000	6,200,000	6,200,000	6,000,000	6,200,000	6,000,000	6,200,000
2011 TOTAL	1,754,000	1,392,457	1,746,000	1,825,000	1,785,000	1,852,000	2,256,594	2,026,900	1,695,962	1,691,308	1,497,228	1,424,646
2012 TOTAL	1,673,484	1,447,916	1,549,511	1,768,717	1,662,648	1,852,000	2,288,860	2,192,600	1,823,169	1,717,613	1,574,991	1,590,671
2013 TOTAL	1,529,757	1,383,869	1,676,271	1,592,430	1,709,030	1,891,936	2,330,325	2,121,200	1,767,318	1,697,317	1,465,984	1,565,597
2014 TOTAL	1,642,423	1,443,640	1,630,506	1,721,053	1,748,423	2,003,952	2,346,282	2,136,100	1,785,374	1,632,072	1,504,026	1,462,357
2015 TOTAL	1,506,079											

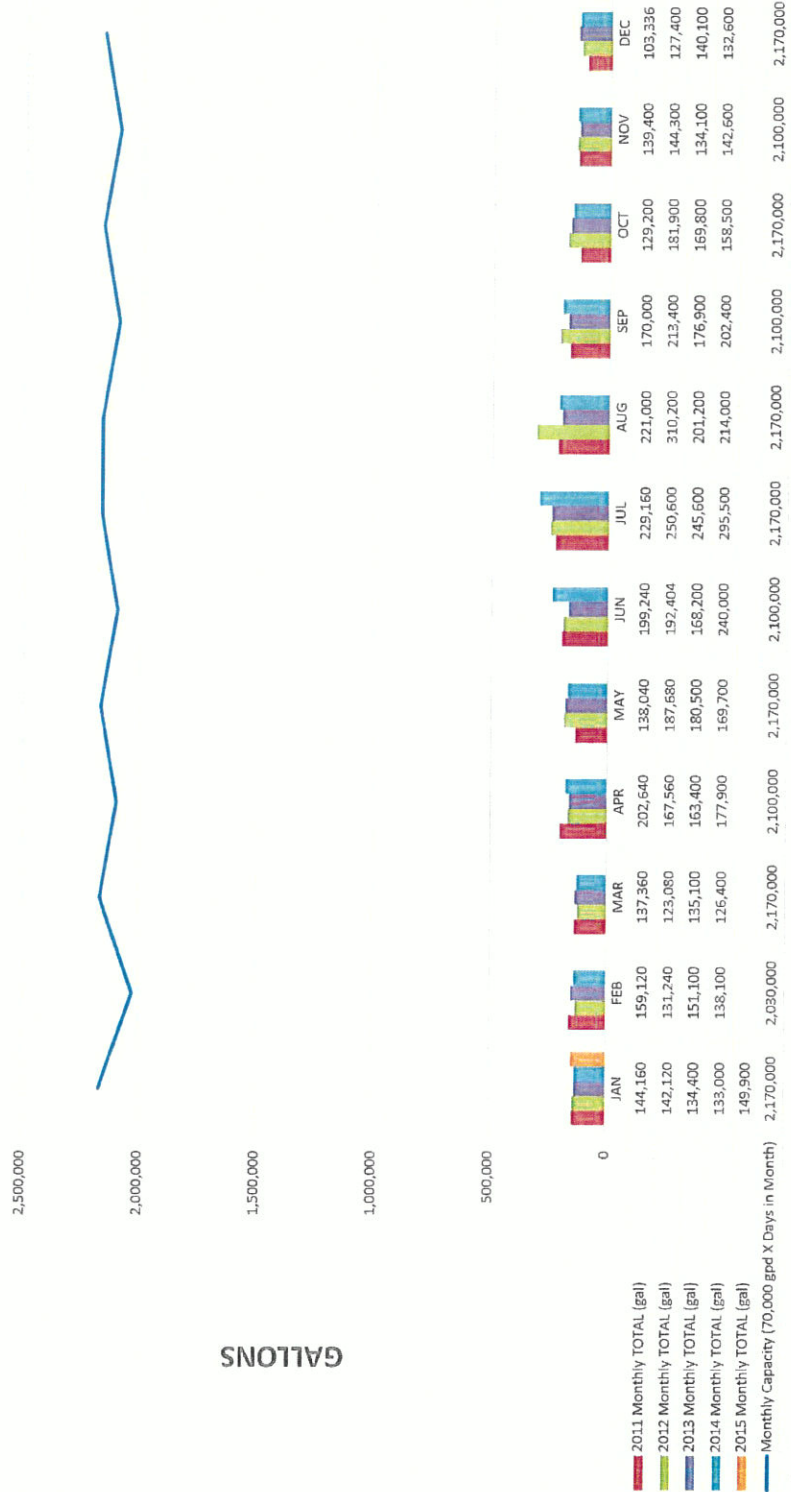
MONTHLY EFFLUENT FLOW TOTAL COMPARISON (2011-2015)



MONTHLY PORT SAN LUIS FLOW TOTAL COMPARISON (2011-2014)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Monthly Capacity (70,000 gpd X Days in Month)	2,170,000	2,030,000	2,170,000	2,100,000	2,170,000	2,100,000	2,170,000	2,170,000	2,100,000	2,170,000	2,100,000	2,170,000
2011 Monthly TOTAL (gal)	144,160	159,120	137,360	202,640	138,040	199,240	229,160	221,000	170,000	129,200	139,400	103,336
2012 Monthly TOTAL (gal)	142,120	131,240	123,080	167,560	187,680	192,404	250,600	310,200	213,400	181,900	144,300	127,400
2013 Monthly TOTAL (gal)	134,400	151,100	135,100	163,400	180,500	168,200	245,600	201,200	176,900	169,800	134,100	140,100
2014 Monthly TOTAL (gal)	133,000	138,100	126,400	177,900	169,700	240,000	295,500	214,000	202,400	158,500	142,600	132,600
2015 Monthly TOTAL (gal)	149,900											

MONTHLY PORT SAN LUIS FLOW TOTAL COMPARISON (2011-2015)





AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, District Engineer 

DATE: February 10, 2015

SUBJECT: Capital Projects Status Report

Recommendation:
Receive and File

Discussion:

As previously directed by the Board, staff has continued to update a listing of Capital Improvement Projects to be undertaken by the District for FY 2014-15 as well as those that are budgeted for subsequent years. Staff has compiled a listing (attached) of these projects with budgeted costs and projected implementation dates. We will continue to update this listing to keep the Board informed of the status of all projects. Shown below is a brief update on all of the projects.

WATER SYSTEM CIP'S

W-C1 Water tank storage improvements—Phase 1 (in tank mixer)

Project will be implemented if necessary. SCADA control of the tank may solve the nitrification problem. We have been coordinating with the City of Arroyo Grande who has been testing several brands of in-tank mixers with limited success. Therefore the investigation will continue (so we don't invest in an inadequate system) while we evaluate the SCADA monitoring for valving changes that may solve the problem. A report on this has been submitted to the Health Department.

W-1- Misc Water Projects

Projects are to be implemented as necessary. A valve maintenance/ repair project is being developed at this time. Otherwise, water line valves are being evaluated for replacement depending on the valving exercise program. This program "discovers" which valves are reaching their useful life. In January 2015, we identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD (refer to staff report on this item).

W-2 SCADA Improvements

Because SLO County will be making the information available on line, the District may not need to implement this project. However, staff is monitoring the County's design to verify information that can be provided. The design was approved by the County on October 24, 2014, and we have coordinated with Public Works to see what info will be available on-line. At this time, it looks like the data to be provided on line will satisfy our needs without having to add on to the proposed County system.

W-3 Water System Critical Spare Parts

Operations Staff and the General Manager are refining the list of critical spare parts to be purchased. The highest priority parts will be purchased prior to the end of the fiscal year as funds allow. We anticipate having a line item in next year's budget to continue purchasing any remaining critical spare parts.

WF-1 Miscellaneous Water Line Replacements

No specific projects have been identified as necessary at this time. Most likely several major projects will be implemented in FY 2015-16

WF-2 Lopez Booster Pumps

This project is scheduled for FY 2015-16. Lopez line pressures are adequate at this time. County or Port drainage improvements at the intersection of First and San Francisco Streets may interfere with a proposed solution. It is doubtful if the County or Port will move ahead on any flood control projects in the near future.

WASTEWATER SYSTEM CIP'S

WWC-1 Upgrade of Wastewater Treatment Plant

The Preliminary Design report was completed by Kennedy Jenks Consultants and presented to the Board in July 2014. At the August meeting the Board approved completion of a "Peer Review" of the design report by Carollo Engineering. A teleconference with District Engineers, Operations Staff and District General Manager was completed on October 24th. Staff has completed follow-up notes and information and forwarded them to Kennedy Jenks Consultants for review and consideration. In late December Kennedy Jenks Consultants provided their comments on the Peer Review report (included in the January 13, 2015 Board packet). KJC concluded that their proposed Preliminary Design represents a reasonable and efficient combination of alternatives in careful consideration of cost/benefit. In the meantime we expect Kennedy Jenks Consultants to provide a revised site plan that will allow for better access to the plant.

WWC-2 Chlorine Contact Chamber Coasting

This project will be combined with WWC-4, Wet Well Coating project. It is anticipated that a request for proposals will be made in February with completion by the end of the fiscal year.

WWC-3 Sewer Line Repairs

This is meant to fund small repairs (spot repairs). The large sewer line replacements are budgeted as a separate project.

WWC-4 Wet Well Coating Repair

This project will be combined with WW-C3, Chlorine Contact Chamber Coating. (see above).

WW-5 Pump Room Improvements

These improvements will be scheduled after a decision is made regarding the outfall line repair. The outfall line is under the concrete floor of the pump room and any repairs to that line would necessitate removing the improvements contemplated by this project (shower and changing room). It is likely that this project will be carried over to FY 2015-16 because the issue with the outfall line cannot be replicated at this time, indicating that it may have been a different leakage.

WW-1 Miscellaneous Waste Water Projects

These projects are implemented as determined by operations. These are generally small projects and currently there are six projects being worked on.

- Scum box/pit recoating completed
- Brine receiving station WDR/NPDES permit modified to provide for implementing. We won't have an answer until we receive a draft order from the Water Board, probably mid 2015
- Alarm system for the WWTP completed
- SCADA level alarms for the WWTP completed
- Possible outfall line/scum box leak still being investigated pending rescheduling a video of the outfall discharge box as it joins the outfall line underneath the pump room concrete. Mainline Video is scheduled to redo the video in February.
- Underground valve replacements being re-evaluated because the operators have been exercising the valves and believe they are in satisfactory shape pending a decision on the plant upgrade which would possibly call for a replacement as part of that project.

WW-2 and WW-3 San Luis Street & Avila Beach Drive Sewer Line Replacements

These projects have been combined in order to reduce engineering and construction costs. Preliminary engineering and constructability has been completed and engineering staff is preparing final plans and specifications. The current schedule is to bid the project in March and consider awarding a construction contract at the April Board meeting. Please refer to the Staff Report on this item.

WW-4 Wastewater System Critical Spare Parts

With the completion of the alarm system at the WWTP, staff has begun the process of purchasing the critical spare parts. FRM and office staff have prepared the necessary information for purchase orders to complete these purchases. We anticipate that these purchases will be complete in the next several weeks, but delivery of these items may take several months.

WW-5 First Street Lift Station Pump Upgrade

The new pumps for the First Street Lift Station Pump Upgrade were ordered in November following approval at the November Board meeting. The Vendor anticipated a 6 – 8 week delivery schedule. The pumps were delivered to the Fluid Resource Management yard (since they had ready access to a forklift and storage) in late December. The pumps are being stored at FRM until one or both of the existing pumps reach the end of their useful life or wear to the point that they have increased ragging and maintenance issues. FRM reported at the January 27 2015, Coordination Meeting, that they believed it was time to replace one of the pumps due to increased maintenance issues. We are in the process of ordering the necessary electrical parts to install one of the new pumps. We anticipate the new pump will be installed by the end of February. The remaining new pump will be held in storage until the remaining old pump needs to be replaced.

WW-6 Repair to Decking at WWTP

Matrix Consulting Engineers transmitted their draft plans and specifications to the District and engineering staff in mid-January. Engineering staff has reviewed the draft plans and specifications and sent comments back to Matrix. Matrix will final their work and return it to engineering staff for inclusion in the final bid documents. We anticipate that we will bid the project in mid-February and have the Board consider awarding a construction contract at the March Board meeting.

2014/15 Projects for ABCSD System

Project Number	Water Project Descriptions	Budget Estimate 2014/15	Board Approval Date	Updated Cost	Regulatory Approval	Project Status	Contractor	Project Manager
W-C1	Water Tank 1 Storage Improvements Phase 1 (In tank Mixe	\$ 32,650	TBD		District	TBD	FRM	Aaron Yonker & Mike Wentzel
W-1	Misc. Water Projects	\$ 75,000	Feb Board Meeting		District	Staff recommends adding vault cover and emergency connection valve replacement to this project	WG/FRM	Brad Hagemann & Mike Wentzel
W-2	Scada Improvements	\$ 5,000	TBD		District	Complete 03-01-15	FRM	Brad Hagemann & Chuck Ellison
W-3	Water System Spare Parts	\$ 5,000	TBD		District	Complete 6/01/15	FRM	Brad Hagemann & Mike Wentzel
WF-1	Misc. Water Line Replacement	\$ 150,000	TBD		District	On going	WG/FRM/T BD	Brad Hagemann
WF-2	Lopez Booster Pump	\$ 150,000	TBD		District	TBD	WG/FRM/T BD	Brad Hagemann

Project Number	Wastewater Project Descriptions	Budget Estimate 2014/15	Board Approval Date	Updated Cost	Regulatory Approval	Project Status	Contractor	Project Manager
WWC-1	Secondary Treatment Exp at WWTP (FY 2014-15 portion)	\$ 75,000	Pre-design FY 2013/14	Total cost estimated to be \$1.3 M	Regional Water board	Pre-Design Report Peer Review completed	WG/KJ	John Wallace
	Peer Review Funding Application	\$ 15,000	August 12, 2014 on-going	\$ 8,500	N/A	Facilities Committee Meeting 1/2/15	Carollo	Brad Hagemann
	Prepare Plans & Specs		TBD		SWRCB	Application pre-design report complete	WG	Jill McPeak
					District		KJ	Brad Hagemann
WWC-2	Chlorine Contact Chamber Coating	\$ 65,000	TBD		District	Complete 4/1/2015	FRM	Brad Hagemann & Mike Wentzel
WWC-3	Waste Water Collection Line Repair	\$ 50,000	TBD		variable	On going	WG/FRM	TBD
WWC-4	Influent Wet Well Coating Repair	\$ 24,000	TBD		District	Complete 4/1/2015	FRM	Brad Hagemann & Mike Wentzel
WWC-5	Pump Room Improvements at WWTP	\$ 5,000	TBD		District	Complete 06/01/15	FRM	Brad Hagemann & Mike Wentzel
WW-1	Misc. Waste Water Projects	\$ 75,000			variable		WG/FRM	TBD
	Scum Box/Pit Recoating		August 12, 2014	\$ 8,260	District	Complete 11/5/14	FRM	Mike Wentzel
	Brine Receiving Station		August 12, 2014		SWRCB	pending RWQCB draft	WG	Brad Hagemann
	Alarm System WW Treatment Plant		September 9, 2014	\$ 1,590	District	complete 10/31/14	FRM	Chuck Ellison & Mike Wentzel
	SCADA Level Alarms WW Treatment Plant		September 9, 2014	\$ 8,271	District	complete 10/30/14	FRM	Chuck Ellison & Mike Wentzel


Project Number	Wastewater Project Descriptions	Budget Estimate 2014/15	Board Approval Date	Updated Cost	Regulatory Approval	Project Status	Contractor	Project Manager
	Possible Outfall Line / Scum Box Leak		October 14, 2014	\$ 20,000	District	In process	FRM	Mike Wentzel
	Underground Valve Replacement	\$ 16,000	November 11, 2014		District	In process	WG	Brad Hagemann
WW-2	San Luis street Sewer line Replace	\$ 220,000			District & SLO County Public Works	Complete June 2015	WG	Brad Hagemann & Aaron Yonker
	pre design and Constructability analysis		October 14, 2014	\$ 10,000		complete Jan 2015	WG	Brad Hagemann & Aaron Yonker
	Prepare Plans & Specs					Q1 2015	WG	Aaron Yonker
	Bidding Award					Q2 2015	WG	Aaron Yonker
	Construction					Q2 2015	WG	Brad Hagemann
WW-3	Avila Beach Drive Sewer Line Replace	\$ 150,000			District & SLO County Public Works	Complete 06/01/15	WG	Brad Hagemann & Aaron Yonker
	pre design and Constructability analysis		October 14, 2014	\$ 10,000			WG	Brad Hagemann & Aaron Yonker
	Prepare Plans & Specs					Q1 2015	WG	Aaron Yonker
	Bidding Award					Q2 2015	WG/GM	Aaron Yonker
	Construction					Q2 2015	WG	Brad Hagemann
WW-4	WWT Critical Spare Parts Inventory	\$ 15,000	September 9, 2014	\$ 40,000	District	Complete 01/01/15	FRM/Admin	Mike Wentzel & Kristi Dibbern

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, District Engineer

DATE: February 10, 2015

SUBJECT: Draft Agreement for Wastewater Services – ABCSD and Port San Luis Harbor District

Recommendation:

Staff recommends the Board:

1. Receive this staff report and provide any comments to staff on the updated Agreement for wastewater treatment service;
2. Direct Staff to finalize draft Agreement with Port San Luis Harbor District (PSLHD), for final consideration and execution of this Agreement by the Board at the April 2015 Board meeting, for an effective date of July 1, 2015.

Funding:

The new agreement will provide more equitable distribution of costs between the District and the PSLHD. The revised appointment of costs under the new agreement will be reflected in the FY 2015-16 budget.

Discussion:

In October 2013, the District and PSLHD began the process of updating the March 5, 1968 Agreement for wastewater services which has governed wastewater responsibilities between agencies for over 47 years. The update is necessary to address changed conditions with respect to wastewater flows and organic strength of the wastewater, among other items.


The Draft Agreement has been reviewed by respective District Counsels, staff and District Engineer, the PSLHD staff and their wastewater consultant. After several draft revisions and reviews, the draft Agreement is nearing completion and will soon be ready for execution by both parties. There are still several issues needing further staff/Counsel review, which are expected to be resolved in February 2015. The final Draft Agreement will then be presented to the Board in March 2015 for final consideration, with the expectation of being executed in April 2015. This execution date will allow time for both parties to set up accounting changes to accommodate the Agreement starting July 1, 2015 at the beginning of the fiscal year.


**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, General Manager 

DATE: February 10, 2015

SUBJECT: San Luis Street and Avila Beach Drive Sewer Line Replacement

Recommendation:

Staff recommends the Board:

1. Authorize Staff to administer the survey services contract (third party survey firm, Rick Engineering) necessary for the final design of the District's CIP sewer project in the not-to exceed authorized amount of \$10,200;
2. Direct Staff to provide bidding support during the public bid-phase of the project regarding the recommended award of a construction contract at the April Board Meeting.

Funding:

The FY 2014-15 Budget includes carryover budgetary item number WW2 – San Luis Street Sewer Replacement in the amount of **\$220,000** for the replacement of a portion of the 6” sewer line on San Luis Street located between First Street and Second Street. The budget also includes budgetary item number WW3 – Avila Beach Drive Sewer Replacement in the amount of **\$150,000** for the replacement of the 6” sewer line on Avila Beach Drive located immediately upstream of the WWTP.

During the conceptual design phase of these projects, the two projects were combined into a single project and a revised budget in the amount of **\$359,734.10** was developed and approved. A copy of the project budget including an itemized breakdown of project expenses is attached to this report.

Discussion:

The San Luis Street and Avila Beach Drive Sewer Line Replacement project is currently in the final-design phase. The purpose of final-design is to develop a Plans, Specification, and Estimate (PS&E) bid package for the partial replacement of the District's aged sewer lines at each of the respective street locations. Upon completion of the PS&E package, the District intends to publicly bid the project and award a contract to a qualified construction contractor for execution of the work.

Prior to completing final design, the sewer locations must be surveyed and the survey data must be integrated into the conceptual project design. A total project budget of **\$10,200** has been allocated for the Final Design Survey phase. In preparation of the survey services required, Staff has solicited proposals from qualified surveying companies. Staff recommends that the Board authorize Staff to subcontract survey services in the not to exceed project budget amount of **\$10,200**.

Following completion of the final PS&E package, the project will be publicly bid in accordance with applicable Public Contract Code. District Staff will provide bidding support on behalf of the District during the bidding phase. Upon receipt of construction bids, Staff will assess the results and provide recommendation to the Board at the next regularly scheduled Board meeting following receipt of bids. Currently it is anticipated that the project will be publicly bid in late February or early March and the results will be presented to the Board with recommendations at the April Board meeting. As noted on the attached Engineer's Estimate of Probable Construction Costs, a total of **\$11,790** has been allocated for Construction Management services through completion of the constructed project. Staff anticipates that approximately **\$3,500** of the approved Construction Management budget will be expended during the bid phase of this project.

SAN LUIS STREET AND AVILA BEACH DRIVE SEWER REPLACEMENT

AVILA BEACH COMMUNITY SERVICES DISTRICT

WALLACE GROUP PROJECT NO. 0245-0001-0189

PRELIMINARY ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
MOBILIZATION, DEMOBILIZATION AND CLEAN-UP	1	LS	\$ 10,000.00	\$ 10,000.00
TRAFFIC CONTROL	1	LS	\$ 11,500.00	\$ 11,500.00
CONSTRUCTION SURVEY	1	LS	\$ 3,950.00	\$ 3,950.00
WATER POLLUTION CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
TRENCHING SHEETING AND SHORING	1	LS	\$ 3,850.00	\$ 3,850.00
4" HDPE BUTT FUSED SEWER LATERALS	5	EA	\$ 1,950.00	\$ 9,750.00
4" SDR 35 PVC SEWER LATERAL	7	EA	\$ 1,850.00	\$ 12,950.00
4" CLEANOUTS AT LATERAL	12	EA	\$ 200.00	\$ 2,400.00
8" SDR 35 PVC SEWER PIPE	580	LF	\$ 110.00	\$ 63,800.00
8" HDPE SEWER PIPE (PIPE BURSTING)	242	LF	\$ 140.00	\$ 33,880.00
48-INCH SANITARY SEWER MANHOLE	5	EA	\$ 5,850.00	\$ 29,250.00
REMOVE 48-INCH SANITARY	6	EA	\$ 5,851.00	\$ 35,106.00
ABANDON 6" VCP SEWER	1	LS	\$ 3,500.00	\$ 3,500.00
SAW CUT ASPHALT	257	LF	\$ 2.25	\$ 578.25
TRENCH SPOILS EXPORT	60	CY	\$ 12.50	\$ 750.00
VIDEO TAPING	822	LF	\$ 1.25	\$ 1,027.50
BALL & MANDREL W/TESTING	1	LS	\$ 250.00	\$ 250.00
POT HOLE	1	LS	\$ 2,500.00	\$ 2,500.00
TEMPORARY TRENCH REPAIR (STREET) COLD PATCH & TRENCH PLATES	525	LF	\$ 15.00	\$ 7,875.00
MANHOLE CORE AND TIE IN	1	EA	\$ 450.00	\$ 450.00
6"TO 8" FITTING MISC. SDR 35	6	EA	\$ 75.00	\$ 450.00
TEMPORARY BY-PASS AND PUMPING	1	LS	\$ 4,850.00	\$ 4,850.00
ASPHALT CONCRETE	350	TON	\$ 139.00	\$ 48,650.00
DEWATERING	1	LS	\$ 2,450.00	\$ 2,450.00

Subtotal Construction Cost \$ 294,766.75

Construction Contingency (5%) \$ 14,738.34

County Encroachment and Review \$ 7,500.00

Total Construction Cost \$ 317,005.09

Survey for Final Design \$ 10,200.00

PS&E - Final Design 5% \$ 14,738.34

Materials and Soils Testing for Final Design \$ 6,000.00

Const. Management 4% \$ 11,790.67

Total Design and Construction Management \$ 42,729.01


Total Project Cost \$ 359,734.10


**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, District Engineer 

DATE: February 10, 2015

SUBJECT: Water Valve Vault Maintenance; Emergency Intertie; San Miguelito Mutual Water, Port San Luis and Avila Beach CSD

Recommendation:

Staff recommends the Board:

Authorize the addition of a project to the District's FY 2014/15 Water Capital Improvement Project W-1, Miscellaneous Water Projects, to replace the vault cover and valves at the emergency water connection valve pit, with an estimated cost of \$30,000 to be shared equally by ABCSD, San Miguelito Mutual Water Company and Port San Luis Harbor District.

Funding:

The FY 2014-15 Capital Improvement Budget includes Project W-1 Miscellaneous Water Projects with a funding amount of \$75,000. This budget provides for water system improvement projects that are identified during the year as part of our routine operational and preventative maintenance programs. To date no funds have been expended from Project W-1 so adequate funding is available to implement this project within the existing approved budget.

Discussion:

In 1981, County Service Area 12, Avila Beach CSD, San Luis Estates and the Port San Luis Harbor District entered in to an agreement to install an emergency water connection between the agencies in case of a water outage on the Lopez feeder line upstream from the turnout to Avila Beach CSD. The emergency intertie connection is located on Avila Drive at the entrance to the San Luis Bay Inn and Resort. Fortunately, there have not been any recent emergencies necessitating the use of the inter-tie, but it is prudent to ensure that the inter-tie system remains in good operational condition. The agreement between the three entities calls for ABCSD to maintain the system but funding for any necessary repairs to be shared by the three entities.

District engineering staff and San Miguel Mutual Water staff recently inspected the vault and valve system and determined that the vault cover and valves have reached the end of their useful life and should be replaced. Staff recommends that the Board include this project in the FY 2014-15 Capital Improvement Program, Water Project W-1. As noted above the project can be funded within the existing approved budget. Staff will coordinate the design, construction and financing with the other affected agencies.


1981 Agreement

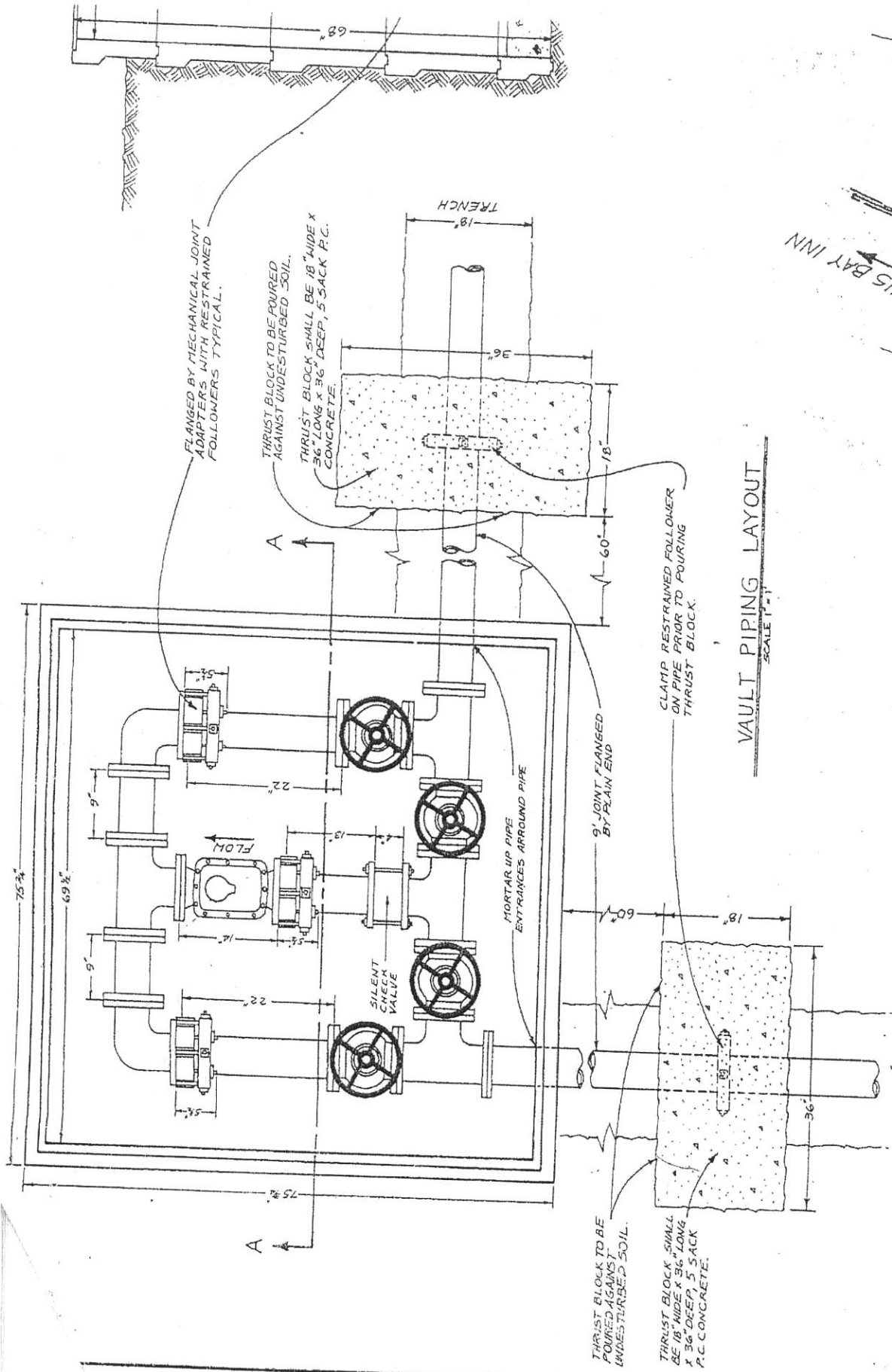
though set forth in full (hereinafter referred to as the "Water Service Connection").

4. Title to improvements. Title to, and ownership of, the Water Service Connection and all appurtenances constructed hereunder shall vest in Avila, Harbor and San Miguelto equally upon completion and acceptance of the Water Service Connection by Avila pursuant to this agreement.

5. Costs of construction. Avila shall pay from any of its available funds the costs of construction and installation of the Water Service Connection and all appurtenances. Within thirty (30) days after billing by Avila, Harbor and San Miguelto shall each reimburse Avila one third of the costs of construction and installation. The intent of this agreement is that Avila, Harbor and San Miguelto shall equally share all expenses incurred hereunder.

6. Maintenance of improvements. For the benefit of Avila, Harbor, and San Miguelto, after completion and acceptance by Avila, Avila shall maintain the Water Service Connection and all appurtenances constructed pursuant to this agreement. The costs of maintenance of such improvements, including the costs of metering, and any other liability or costs associated with performance under this agreement shall be shared equally by Avila, Harbor and San Miguelto. Harbor and San Miguelto each agree to reimburse





FLANGED BY MECHANICAL JOINT ADAPTERS WITH RESTRAINED FOLLOWERS TYPICAL.

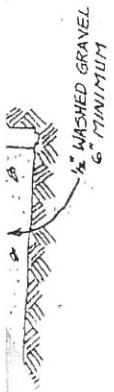
THRUST BLOCK TO BE POURED AGAINST UNDISTURBED SOIL.

THRUST BLOCK SHALL BE 18" WIDE X 36" LONG X 36" DEEP, 5 SACK P.C. CONCRETE.

CLAMP RESTRAINED FOLLOWER ON PIPE PRIOR TO POURING THRUST BLOCK.

VAULT PIPING LAYOUT
SCALE 1" = 1'

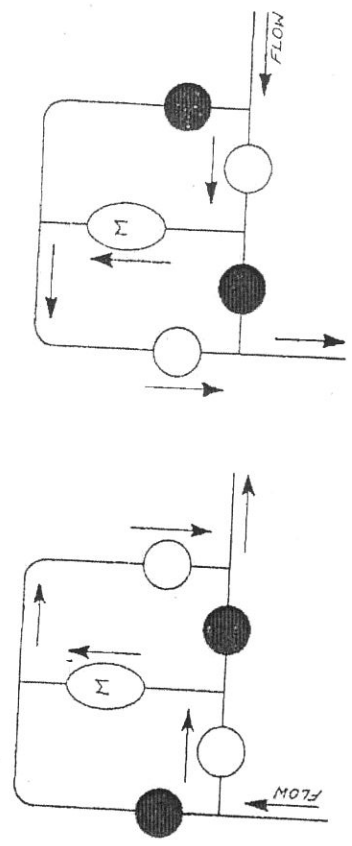
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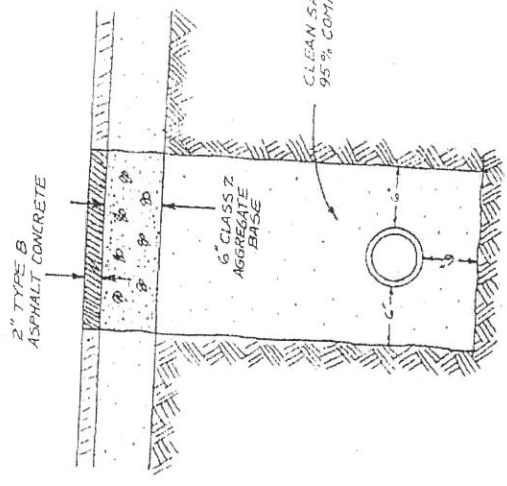
SECTION A-A
SCALE 1"=1'

NOTES:

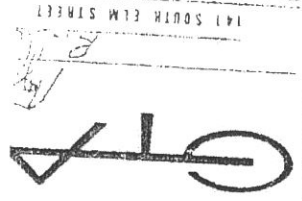
1. ALL WORK WILL BE DONE IN CONFORMANCE WITH AVILA BEACH COUNTY WATER DISTRICT STANDARDS AND THESE PLANS.
2. ALL VALVES TO BE CLOW 4" RESILIENT WEDGE OR SEAT GATE VALVES WITH FLANGED JOINT AND FACTORY EPOXY LINED OR APPROVED EQUAL.
3. WATER METER SHALL BE 4" ROCKWELL MODEL W-1000 OR BRONZE MAGNETIC DRIVE FLANGED TURBO-METER IN CUBIC FEET, OR APPROVED EQUAL.
4. ALL PIPING IN THE VAULT SHALL BE 4" FLANGED DUCTILE OR CAST IRON, INCLUDING ELBOWS AND TEES.
5. ALL FLANGED ADAPTERS SHALL BE DRESSER STYLE 127, WITH EBBA IRON SERIES 100 DUCTILE IRON #104 RETAINER GLANDS ATTACHED, OR APPROVED EQUAL.
6. TAPPING SLEEVES SHALL BE MULLER # H-615 WITH MULLER 4" RESILIENT SEAT OR WEDGE TAPPING VALVE, OR APPROVED EQUAL.
7. PIPING FROM THRUST BLOCK TO TAPPING TEE SHALL BE 4" DUCTILE IRON MECHANICAL JOINT.
8. ALL PIPING AND FITTINGS SHALL BE CEMENT LINED; BURIED PIPE SHALL BE POLYETHYLENE ENCASED.
9. CONTRACTOR SHALL CALL U.S.A. (800) 642-2444 AND THE COUNTY ENGINEER 489-4752 48 HOURS PRIOR TO ANY EXCAVATION.
10. 4" TAPPING VALVES SHALL HAVE BROOKS 3RT VALVE WELLS WITH EXTENSION, 8" WIDE AND THICK CONCRETE COLAR.
11. 4" VAL-MATIC #1404 WAFER STYLE SILENT CHECK VALVE SHALL BE USED, OR APPROVED EQUAL.



FLOW DIAGRAMS
NO SCALE



TRENCH DETAILS



141 SOUTH ELM STREET

CLIENT
AVILA BEACH COUNTY
WATER DISTRICT;
SAN LUIS BAY
ESTATES, PORT
SAN LUIS HARBOR
DISTRICT.

PROJECT
EMERGENCY WATER
SUPPLY CONNECTION
BETWEEN PORT SAN
LUIS, SAN LUIS BAY
ESTATES, AND
AVILA BEACH

PIPING AND
TRENCH DETAILS





SOUTH VALLEY
FORT WORTH

1000
1000

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager



DATE: December 10, 2015

SUBJECT: Consideration of Alternate Meeting Location or Date Change for May Meeting

Recommendation:

Receive Report;

Discussion:

The Regular meetings of the Board of Directors are held on the second Tuesday of each month with the May meeting falling on May 12th, 2015. The regular meeting room for the meeting, as well as the small conference room, will be occupied by the Amgen Bike Tour press.


It would be appropriate to determine if the Board wishes to meet in the District office as scheduled, obtain an alternate meeting location or reschedule the meeting.

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COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager 

DATE: February 10, 2015

SUBJECT: Review of District By-Laws

Recommendation:

Review current By-Laws:

Discussion:

In accordance with District Policy, the Board must periodically review the By-Laws in February of each year to determine if they meet the current needs of the District and to keep the information "fresh" in the scope of operating the District. Legal Counsel will provide comments as to any changes that may be desirable to make to the document.

Attached is a copy of the District By-Laws. The Board may find that no changes are necessary. If the Board wishes more time to finalize their review, it can be carried forward to a future meeting for final action. Additionally, the District's insurance carrier (SDRMA) also provides "Credit Incentives" to our liability insurance premium for our review.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
2012 BOARD BY-LAWS AND POLICIES
(ATTACHMENT "A" TO RESOLUTION 2012-01)

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as the presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 Generally the President, or in his/her absence the Vice President is the designated representative of the Board of Directors to speak on Board position or policy.
- 1.7 The Board President or in his/her absence the Vice President is authorized to attend and is entitled to reimbursement, pursuant to Section 10 below, for his/her attendance at a County or State Agency meetings upon his/her determination that District representation is necessary to protect and/or advance the interest of the District or its residents/customers.

2. MEETINGS

2.1 Regular Meetings

Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00 pm in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board. The Board of Directors may, by Board action, schedule a regular meeting on the 4th Tuesday of each calendar month at 7:00 p.m. in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach.

2.2 Special Meetings

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the

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General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

2.3 Closed Sessions

Closed sessions may be scheduled prior to or at the conclusion of regular and/or special meetings.

2.4 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions and on roll call votes his/her name shall be called last.

2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

~~**2.8** A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those abstaining, those not voting because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.~~

~~**2.9** Votes of abstention shall be counted as a yes vote.~~

2.10 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.11 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The presiding officer retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

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- 2.12** A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the Minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.

3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to reconsideration of prior Board actions.

- 3.1** After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.
- 3.2** Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3** The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

4. PUBLIC COMMENT AND RULES OF DECORUM

4.1 Public comment

Subject to the following rules, a block of 20 minutes is set aside for each agenda item for public comment, including general public comment:

- (a)** Comments on agendized items should be held until the appropriate item is called.
- (b)** Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c)** The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the presiding officer of the Board.
- (d)** The presiding officer, after consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations, may expand or further limit the 20 minute time allocation for public comment.
- (e)** Each public commenter shall be limited to 3 minutes unless shortened or extended by the presiding officer with consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations.

4.2 Rules of Decorum

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The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the District meeting.
- (b) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (c) No person shall address the Board of Directors without first being recognized by the presiding officer.
- (d) Public comment and public testimony shall be directed to the presiding officer and shall be addressed to the Board of Directors as a whole. The presiding officer shall determine whether, or in what manner, the District will respond to questions.
- (e) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the presiding officer in his/her discretion.
- (f) A person cannot defer his/her time allocation to another person.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The presiding officer may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

4.3 Enforcement of Rules of Decorum

Any person who violates the Rules of Decorum may, at the discretion of the President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The presiding officer shall warn the person who is violating the rules of decorum.

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- (b) Expulsion. If after receiving a warning from the presiding officer, the person persists in violating the rules of decorum the presiding officer shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the presiding officer may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code Section 54957.9

4.4 Limitations (Government Code Section 59454.3(c))

The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

5. AGENDAS

- 5.1** The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.
- 5.2** At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.
- 5.3** The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.
- 5.4** In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.
- 5.5** Consent Agenda

Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall

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be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various

Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.
- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, an abstention or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, an abstention or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, an abstention or conflict of interest, in the minutes on the item identified by the Director.

5.6 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
- (d) Directors may make brief announcements or make a brief report

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on his/her own activities under the Director Comment portion of the Agenda.

6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

- 6.1** The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads. In addition to other information, described below, that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
- Date, place and type of each meeting;
 - Directors present and absent by name;
 - Administrative staff present by name;
 - Call to order;
 - Time and name of late arriving Directors;
 - Time and name of early departing Directors;
 - Names of Directors absent or declaring a conflict of interest during any agenda item upon which action was taken;
 - Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial report
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Director on every action item for which the vote was not unanimous;
 - Resolutions and ordinances described as to their substantive content and sequential numbering;
 - Record of all contracts and agreements, and their amendment, approved by the Board;
 - Approval of the annual budget;
 - Approval of all polices, rules and/or regulations;
 - Approval of all dispositions of District assets;
 - Approval of all purchases of District assets; and,
 - Time of meeting adjournment.
- 6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.
- 6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.

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6.5 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public

comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.

6.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

6.7 Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

7. DIRECTOR GUIDELINES

7.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.

7.1 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.

7.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

7.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.

7.4 Pursuant to Section 54952.2 of the Brown Act:

- (a)** Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
- (b)** Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order

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to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the

Board of Directors the comments or positions of any other member or members of the Board of Directors.

- 7.5 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 7.6 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including, but not limited to, statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.
- 7.7 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

8. AUTHORITY OF DIRECTORS

- 8.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 8.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 8.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 8.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

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9. AUTHORITY OF THE GENERAL MANAGER

9.1 Pursuant to Government Code Section 61051, the General Manager shall be responsible for all of the following:

- (a)** The implementation of the policies established by the Board of Directors for the operation of the District.
- (b)** The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- (c)** The supervision of the District's facilities and services.
- (d)** The supervision of the District's finances.

9.2 The General Manager is appointed as the Board's Secretary and Treasurer.

10. DIRECTOR REIMBURSEMENT

10.1 Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a)** It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b)** Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District

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business, shall be compensated at the prevailing IRS per diem mileage rate.

- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

10.2 All expenses that do not fall within the reimbursement policy set forth in Section 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

10.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense.

10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. ETHICS TRAINING

11.1 Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.

11.2 Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

12. COMMITTEES

12.1 Standing Committees

(a) The following shall be standing committees of the Board:

- Finance Committee;
- Personnel Committee;

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- Facilities Committee;

- (b) The Board may create other standing committees at its discretion.
- (c) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (d) All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

12.2 Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

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13.2 Interest in Contracts, Government Code Section 1090.

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office, Government Code Section 1099.

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL

14.1 The District's General Manager shall be evaluated by the Board of Directors annually during the months of April and/or May of each year.

14.2 The District's Legal Counsel shall be evaluated by the Board of Directors annually during the months of May and/or June of each year.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. REVIEW OF ADMINISTRATIVE DECISIONS

Any judicial review of any administrative act taken after a hearing by a district shall be brought pursuant to Section 1094.5 of the Code of Civil Procedure.

17. MEMBERSHIP IN ASSOCIATIONS

17.1 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

17.2 The Board of Directors shall maintain membership in the California Special Districts

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Association and shall insure that annual dues are paid when due until otherwise directed by the Board.

17.3 The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.

17.4 At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

18. BOARD BY-LAWS REVIEW POLICY

The Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

19. RESTRICTIONS ON BY-LAWS


The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager 

DATE: February 10, 2015

SUBJECT: FY 2014-15 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any necessary adjustments for the approved FY 2014/15 Budget:

Discussion:

Each year the Board is required to adopt a budget for the financial operations of the District. In order to track our finances and to keep the Board up to date, staff has prepared a mid-year update of the budget for this fiscal year through the end of December 2014.

As the Board will notice, we are currently at 50 % of the year expended and we appear to be “on target” with most of our expenses and anticipated revenues. Given that some expenses are “lump sum” paid at the beginning of the year, such as insurance, audit and LAFCo fees. Shown below is a summary and explanation, by fund, detailing any unexpected activity. The District operates with several different enterprise funds and a general fund. Following is an overview of all funds followed by a fund by fund analysis.

Combined Operating Budgets Summary*:

<u>Budget</u>	<u>Total</u>	<u>FY 14-15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of</u>
Income	\$	1,347,761	\$ 661,586	49%
Expenses	\$	1,225,126	\$ 716,148	58%
Depreciation	\$	130,154	\$ 65,027	50%
Difference	\$	(7,519)	(54,562)	

*Note: Does not include Capital Projects

*Note: depreciation assumed to be 50% at midyear

Administrative Fund

Admin Budget Summary

Total	<u>FY 14/15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of Budget</u>
Income	\$ n/a	\$ n/a	n/a
Expenses	\$ 207,739	\$ 99,780	48%
Difference	\$ (207,739)	\$ (99,780)	

The Administrative budget appears to be close to budget at this time, however, with anticipated staffing changes, funds may need to be allocated for additional Payroll Expenses at the end of this fiscal year. During the next budget cycle, adjustments will need to be included to reflect the new staffing model. As the Board will recall, the Administrative Fund has no revenue source and is funded through a transfer of expenditures to the other funds in a percentage method. As a result of this transfer, the administrative expenses are included in the other funds expenses.

General Fund (Fire)

General Budget Summary

Total	<u>FY 14/15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of Budget</u>
Income	\$ 242,863	\$ 136,806	56%
Expenses	\$ 178,558	\$ 92,764	52%
Difference	\$ 64,305	\$ 44,042	

The General Fund budget shows income and expenses to be on target with no unanticipated expenses.

Street Light Fund

Light Budget Summary

Total	<u>FY 14/15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of Budget</u>
Income	\$ 15,800	\$ 548	3%
Expenses	\$ 23,887	\$ 11,750	49%
Difference	\$ (8,087)	\$ (11,202)	

The Lighting Fund receives an internal allocation of Tax Revenue as income, this amount is based upon historical data and is completed at the end of the year. The Port San Luis Harbor District is billed a percentage of the electrical use for the Front Street Lights, this is completed on a quarterly basis. It is anticipated that this fund will be on target for both budgeted income and expenses.

Solid Waste Fund

Solid Waste Budget Summary

Total	<u>FY 14/15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of Budget</u>
Income	\$ 13,500	\$ 8,329	62%
Expenses	\$ 10,387	\$ 6,599	64%
Difference	\$ 3,113	\$ 1,730	

The Solid Waste Fund appears to be on target for income. This is funded through a Franchise fee paid by South County Sanitary Services to the District.

Sanitary Fund

Sanitary Budget Summary

Total	<u>FY 14/15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of Budget</u>
Income	\$ 582,011	\$ 299,589	51%
Expenses	\$ 565,182	\$ 265,389	47%
<u>Depreciation</u>	<u>\$ 100,474</u>	<u>\$ 50,237</u>	<u>50%</u>
Difference	\$ (83,645)	\$ (16,037)	

*Note: depreciation assumed to be 50% at midyear

The Sanitary Fund appears to be on target for both income and expenses. At the development of the budget, a “Rate Assistance” program was not anticipated. It is estimated that total reduction of operating revenue will be approximately \$1,500 in this fund for the year. Account 537 Equipment Repairs and Maintenance is over budget due to the necessary repair work done to the influent wet well at the Wastewater Treatment Plant. All other accounts appear to be within budgeted expenses.

Water Fund

Water Budget Summary

Total	<u>FY 14/15 Budget</u>	<u>Actual Through 12-31-2014</u>	<u>% of Budget</u>
Income	\$ 493,588	\$ 216,443	44%
Expenses	\$ 447,113	\$ 239,993	54 %
<u>Depreciation</u>	<u>\$ 29,680</u>	<u>\$ 14,840</u>	<u>50%</u>
Difference	\$ 16,795	\$ (38,390)	

*Note: depreciation assumed to be 50% at midyear

The Water Fund appears to be on target for both the income and expenses; given the fact that the water fund receives an internal allocation of tax revenue, based upon historical data at the end of the Fiscal Year. This will supplement the income and is projected to “reach” budget. At the development of the budget, a “Rate Assistance” program was not anticipated. It is estimated that total reduction of operating revenue will be approximately \$1,500 in this fund for the year.

Capital Projects

During the original budget process, staff identified several projects that were considered to be undertaken during this fiscal year. At this time, the Board has approved the completion of a “Pre-Design Report” for upgrades to the Wastewater Treatment Plant to be completed by Kennedy Jenks Consulting, a Peer Review of the Design for the Wastewater Treatment Plant, purchase of critical spare parts to have on hand and the construction of replacement sewer collection lines on San Luis Street and Avila Beach Drive. Staff will keep the Board informed of the progress of these projects.

Summary

Overall the District appears to be in a secure financial position, with both income and expenses on target through the end of this fiscal year. The District has completed the rate study and is seeing the benefit of the new rate structure. Additionally, as established in that study, rates will increase each year for the next 4 years if the Board determines there is the need for increases. The Board may wish to consider having a “mid-year” audit completed due to the retirement of the General Manager. This is not a requirement, but may be desirable to confirm the balances in the Districts accounts. Alternatively, the Finance Committee could meet to review the District Financial records and bank statements.

Avila Beach Community Services District Combined Budget vs. Actual July through December 2014

	Jul - Dec 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
403 · Operating Revenue	382,366.94	762,388.00	-380,021.06	50.2%
405 · Late Charge Penalty	0.00	2,000.00	-2,000.00	0.0%
407 · Harbor Charges	18,368.94	41,200.00	-22,831.06	44.6%
409 · County Taxes	238,035.93	503,811.00	-265,775.07	47.2%
429 · Interest Income	1,345.05	3,000.00	-1,654.95	44.8%
439 · Plan Check Revenue	0.00	500.00	-500.00	0.0%
459 · Station Rent	16,890.00	31,663.00	-14,773.00	53.3%
469 · Installation Fees	1,750.00			
479 · Contract Services	1,874.95	2,700.00	-825.05	69.4%
489 · Misc Income	1,084.15	500.00	584.15	216.8%
Total Income	661,715.96	1,347,762.00	-686,046.04	49.1%
Gross Profit	661,715.96	1,347,762.00	-686,046.04	49.1%
Expense				
500 · Payroll Expenses				
501 · Gross Wages	48,624.90			
500 · Payroll Expenses - Other	0.00	97,000.00	-97,000.00	0.0%
Total 500 · Payroll Expenses	48,624.90	97,000.00	-48,375.10	50.1%
503 · Payroll Taxes	0.00	1,552.00	-1,552.00	0.0%
504 · PERS	8,596.83	22,561.00	-13,964.17	38.1%
505 · Work Comp Insurance	832.88	2,367.00	-1,534.12	35.2%
506 · Rate Assistance	1,406.64			
507 · Health Insurance	6,700.00	11,568.00	-4,868.00	57.9%
509 · Training	0.00	3,000.00	-3,000.00	0.0%
513 · Safety Gear	474.22	500.00	-25.78	94.8%
515 · LAFCo Fees	4,092.16	4,289.00	-196.84	95.4%
517 · Dues & Subscriptions	2,967.94	4,000.00	-1,032.06	74.2%
521 · Insurance	7,204.86	14,409.00	-7,204.14	50.0%
529 · Telephone	2,719.13	5,400.00	-2,680.87	50.4%
531 · Office Supplies & Postage	3,288.65	6,700.00	-3,411.35	49.1%
532 · Chemicals	21,110.93	44,000.00	-22,889.07	48.0%
533 · Operating Supplies	2,003.25	8,600.00	-6,596.75	23.3%
534 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
535 · Public Notices	83.62	1,300.00	-1,216.38	6.4%
536 · Critical Spare Parts	3,028.30	20,000.00	-16,971.70	15.1%
537 · Equipment Repairs & Maintenance	24,717.25	18,000.00	6,717.25	137.3%
538 · Generator Maintenance	1,138.00	2,500.00	-1,362.00	45.5%
539 · Yard Improvements				
539.1 · Solids Handling	0.00	0.00	0.00	0.0%
539 · Yard Improvements - Other	0.00	2,000.00	-2,000.00	0.0%
Total 539 · Yard Improvements	0.00	2,000.00	-2,000.00	0.0%
540 · Solids Handling	10,750.97	40,000.00	-29,249.03	26.9%

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Accrual Basis

Avila Beach Community Services District Combined Budget vs. Actual July through December 2014

	Jul - Dec 14	Budget	\$ Over Budget	% of Budget
541 · Fuel & Travel	0.00	3,200.00	-3,200.00	0.0%
543 · Utilities	16,714.45	40,100.00	-23,385.55	41.7%
545 · Rent	4,353.78	9,003.00	-4,649.22	48.4%
547 · Weed Abatement	0.00	75.00	-75.00	0.0%
549 · Plan Checks	0.00	8,500.00	-8,500.00	0.0%
550 · Contract Labor	173,537.20	378,987.00	-205,449.80	45.8%
551 · Legal	7,439.80	29,000.00	-21,560.20	25.7%
552 · Fat Oil & Grease (FOG)	394.83	3,000.00	-2,605.17	13.2%
553 · Engineering	32,194.82	65,000.00	-32,805.18	49.5%
554 · Management	9,510.37	10,000.00	-489.63	95.1%
555 · Accounting	6,200.00	6,500.00	-300.00	95.4%
556 · Regulatory Compliance	7,186.00	70,000.00	-62,814.00	10.3%
557 · Lab Tests	15,238.20	52,000.00	-36,761.80	29.3%
561 · Permits & Fees	9,618.76	11,316.00	-1,697.24	85.0%
563 · Licenses	0.00	3,700.00	-3,700.00	0.0%
565 · State Water	57,514.92	99,000.00	-41,485.08	58.1%
566 · Lopez	94,645.86	125,000.00	-30,354.14	75.7%
579 · Administrative Transfer	131,988.33	0.00	131,988.33	100.0%
591 · Depreciation	0.00	0.00	0.00	0.0%
Total Expense	716,277.85	1,225,127.00	-508,849.15	58.5%
Net Ordinary Income	-54,561.89	122,635.00	-177,196.89	-44.5%